

Four Ways To Flex Work

CJ is an engineer in a company that designs and manufactures custom cycles for the physically disabled. CJ wanted to shift to a four-day work week to have more time and energy for family. Here's how you and CJ can find flexibility in when, where, how much and who does the work.

Schedule – How much can you flex when you work?

CJ changed his schedule to only work 4 days a week, 8 hours a day. CJ also made a change to create routine “quiet time” during his work day. CJ had noticed he needed regular time for focused work projects, but as the company’s sole engineer he was often interrupted. With support from his manager, CJ now encouraged people to ask questions before or after this “quiet time.”

Could you reduce your work hours, or shift some of them to non-traditional times?
 Early in the mornings? In the evenings? On a Saturday or Sunday?

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Physical Presence – How much can you flex where you work?

Although CJ did not take advantage of this option, working from home one day a week can be another great way to create routine quiet time for writing, planning and strategizing.

Could all or some of your work be done from home? Could you create a home office?
 Telecommute two days a week? Leave work early and finish in the evenings?

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Workflow – How much can you control the quantity and pace of your work?

CJ noticed, “I get confused about what is my top priority work. Everything seems like a top priority.” Working with his manager, CJ created a prioritized list of tasks. They used this to collectively agree which tasks were most important and to shift priorities for new or unanticipated changes.

Can you decide when to take on, or not to take on, another project?
 Can you plan your work in advance? Are deadlines fairly predictable?

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Substitution – How easy is it for someone else to do the work you do?

CJ also noticed he could positively improve his workflow by passing on some of the data entry work he was doing. He also systematized other projects so he could pass these on as well.

Could you use delegating tasks as an opportunity for someone else to expand their skills?
 Could you delegate repetitive tasks? Could you create a job-share with someone else?

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