

Key Integration Practices – success is a process, not a solution

1 - Create Time to Reflect

Create “pauses” at work. Make the most of slower periods at work to assess what you are doing and develop fresh and creative ways to focus on your most important work.

- Intentionally use this time to rethink priorities, find efficiencies, advance more realistic goals
- If no slower periods are in sight – gain a fresh perspective from a short vacation, or just a “no work” weekend.
- Even taking a short walk - where you turn your focus away from work - can help refocus your thoughts.

2 - Make Changes Outside of Work

Develop a clear sense of highly valued non-work activities. Create time for family, friends, volunteer work or projects that feel of equal (or greater) importance than the work you do.

Get gentle support from your spouse or partner. Get help from people who are close to you to make time for non-work activities. Your spouse, a friend, family member, or coach can all be a resource to reach for your goals.

3 - Make Changes at Work

Use strategic flexibility and “win-win” boundary setting* to work more effectively:

- *Create routine quiet time* – Block off time in your calendar for quiet, focused, thinking work. Sometimes working one day from a home office is the best way to accomplish this.
- *Reduce email overwhelm* – Adopt better habits around reviewing, managing and responding to emails. It will help you *and* the people you email, become more efficient at work.
- *Plan around the “seasons” of your work* – Avoid taking on extra projects and get extra help – at work and home - during the times of year that are extra busy.
- *Take your vacations* – Turning off work and taking a vacation helps us return to work refreshed and creative. It also helps us learn how to plan and delegate as we prepare to leave.

**** What’s win-win boundary setting?*** It’s a solution that is good for you AND the work you do.

Keep perspective. Are you in an organization where everyone around you is chronically overworked? Change may be harder in this situation. But chronic overwork is not good for anyone because it decreases everyone’s work effectiveness.

4 - Experiment, Learn, Repeat

Maintain an experimental approach. Remember, changes may need to happen both at work and at home and solutions will keep changing as work and life change.

Get to know yourself better. Even challenging periods provide an opportunity to learn.

- Find ways to let off steam and get re-centered when you feel overwhelmed or when you are going through a temporary period of overwork.
- Understand your own patterns – especially if they get in the way of making the changes you want to make.

***Want to learn more about how to follow an integrated approach to work and life?
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group of men and women who have put these ideas into practice!***