

## Discovering an Integrated Solution

Are you looking to make a change so you have more time for life AND continue to do a great job at work? The answer comes from finding a **triple-win solution** – one that is good for you, good for getting your work done AND good for the people you work with.

Maybe you want to shift when you work so you are free a few afternoons each week to care for your school aged children. Perhaps you are thinking ahead about life with a new baby and you want to work reduced hours. Or maybe you need to make changes to care for an aging loved one. Dream big! What triple-win solution can you design to create the life you want?

## The Four Different Ways to Flex Work

*CJ is an engineer at a company that manufactures custom cycles for the physically disabled. He wanted to change to a 4-day work week to have more time and energy for family. To make this change, CJ explored the four different ways work can be redesigned.*

### **1. 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 created routine “quiet time” during his work day so he had regular time for focused work.

### **2. Physical Presence** – How much can you flex where you work?

Although CJ did not initially take advantage of this option, when the pandemic hit, CJ had a job that could be done 100% remotely.

### **3. Workflow** – How much can you control the quantity and pace of your work?

CJ worked with his managers to create a prioritized list of tasks. They used this to collectively agree which tasks were most important and how to shift priorities for new or unanticipated changes.

### **4. Substitution** – How easy is it for someone else to do the work you do?

CJ 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.

## Triple-Win Solutions Develop Integration Skills:

CJ developed skills to achieve his work-life goals, benefiting CJ and his organization! These skills were:

- **Agility and future planning** - Anticipating events that impact either life or work, and pro-actively making changes to manage them.
- **Prioritization** – Making trade-offs and understanding that you need to communicate them to everyone involved. This will likely include a discussion with your partner at home as well.
- **Self-discipline** - Focusing on the present moment and getting work done despite distractions, whether or not it’s your favorite task.
- **Strategic use of technology** - Using technology to pro-actively manage communication, workflow, and sharing of information, including when you are working remotely.
- **Creating routine quiet time** – Scheduling regular \*uninterrupted\* time for thinking and planning.
- **Setting personal boundaries** – Keeping your focus on the work you are uniquely qualified to do. Delegate, say no or go slow, to lower priority work that is of less value to your organization.