

EXCLUSIVE WEBINAR PRESENTATION

WORK-LIFE BALANCE

Personal and Professional Satisfaction for Practitioners

Presented by
Sohailla Digsby,
RDN, LD

EARN
1.5
CEUs

Thursday
July 30, 2020
2-3:30 PM EDT



1

LEARNING OBJECTIVES

1. **Create a strategic plan** that has long-term impact for both professional and personal goals and helps achieve maximum work-life satisfaction.
2. **Determine what duties** should be accepted, delegated, or declined when considering individual time, talents, and limitations.
3. **Considering your strengths**, challenges, and current season of life, define your fullest potential as an individual and/or as a part of a multidisciplinary team.
4. **Weigh the risks of imbalance and perfectionism** as they relate to various aspects of wellness, including professional, personal, physical, spiritual, financial, and relational wellness.

2



SEASONS OF LIFE

3

BALANCE is STRATEGIC

- Personal
- Spiritual
- Relational
- Professional
- Physical
- Financial

Law of Diminishing Returns

4

4

balance is best

but it's not as easy as it may appear

5

5

BALANCE is DYNAMIC

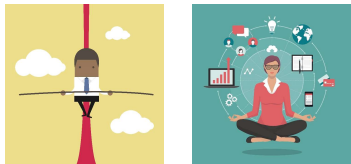
- Requires movement
 - Shifts and weight distribution
- Requires intention and attention
- Requires inner strength (at your core)
- Gets easier with practice

LIFE IS LIKE riding a bicycle.
To keep your **BALANCE**,
YOU MUST
keep moving.
Albert Einstein

6

6

BALANCE takes CONSTANT EFFORT



Being one's BEST considers the balance of life's best big-picture and doesn't let one important aspect of well-being suffer on account of another.

7

7



8

8

Do not be "overwise" or "overwicked"



Avoid all extremes

- King Solomon, Ecclesiastes

9

9


STRATEGIC LIVING

- You can be either strategic or sorry
- If you keep up, you don't have to catch up
- Prevention (with maintenance) is better than recovery
- #progressnotperfection

10

10

"Success is not final, failure is not fatal: it is the courage to continue that counts."
– Winston Churchill



11

11

4 Ps OF BALANCED LIVING

- PURGE the non-essentials
- PRIORITIZE your best choices
- PERCEIVE PROPERLY
- PLAN



12

12

ESSENTIALISM

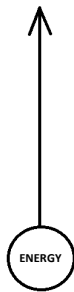
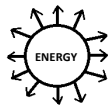
"The Way of the Essentialist involves doing less, but better, so you can make the highest possible contribution."

-Essentialism, by Greg McKeown

- Create space for clarity in your vision for the next 90 days
- Consider a "quarterly offsite" without electronics to determine the top 3 things to accomplish in next 90 days
- Review past journal entries and calendars

13

13



THE WISDOM OF LIFE
CONSISTS IN THE
ELIMINATION OF
NON-ESSENTIALS.

- LIN YUTANG -

14

14

When has a
non-strategic "yes"
crowded out space for the
best "yes"
in your life?

15

15

How to Say "No" Gracefully

It's only by saying 'NO' that you can concentrate on the things that are really important.

- STEVE JOBS

- *Separate the decision from the relationship*
- *Saying 'no' gracefully doesn't have to mean using the word no*
- *Focus on the trade-off*
- *Remind yourself that everyone is selling something*
- *Make your peace with the fact that saying 'no' often requires trading popularity for respect*
- *Remember that a clear 'no' can be more graceful than a vague or noncommittal 'yes'*

Essentials, Greg McKeown 16

16

Don't accept that opportunity equals obligation.

YOU are stronger than you think!

17

17

MARGIN

"The space between our load and our limits."

Richard Swenson, M.D.

- Did you know YOU are a finite resource? (per Michael Hyatt)
- Parkinson's Law: "Work expands to the time allotted for it."
- Create an 'ideal week' template on paper, considering your non-negotiables and what has to be done
- Batch tasks to minimize sideways energy
- PLAN for margin: you'll have to fight for it
- The calendar is your friend — don't let it own you
- Revisit and tweak your ideal week template regularly

https://michaelhyatt.com/more-margin/ 18

18

EXAMPLE OF PLANNING MARGIN:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			WEBINAR: Today's Dietitian		1	2
3	4	5	6	7	8	9
10	11	12 WEBINAR: Self Publish vs. Traditional	13	14	15	16
17	18	19	20	21 present at conf. in New York City	22	23
24	25	26	27	28		

19

19

Whenever you say YES to something, there is LESS of you for something else.

Make sure your YES is WORTH the LESS.

- Loui Gigglio

This is something I have to say to myself often. What does it mean for you?



20

20

4 Ps OF BALANCED LIVING



- PURGE the non-essentials
- PRIORITIZE your best choices
- PERCEIVE PROPERLY
- PLAN



21

21

KEEP YOUR VALUES IN VIEW

Fill in this blank:

“ _____ is everything!”

Do the following confirm this?

- Checkbook/credit card statement
- To-do list/journal entries
- State of affairs at home and office

Would your loved-ones agree this is true?



22


22

NON-NEGOTIABLES

What are your non-negotiables?

To determine these, consider:

- What do you most consistently do, and with whom? (*Tip: think through each day of the week, one day at a time*)
- What do you most consistently WISH you had done?
- What disciplines, if practiced faithfully, would make the biggest impact on your quality of life?



23

COMPAIRING IS DISPAIRING

“In light of your past experiences, your current circumstances, and your future hopes and dreams, what is the wisest thing to do?”

Ask It: The Question That Will Revolutionize How You Make Decisions,
by Andy Stanley

24

24

UNIQUE CIRCUMSTANCES

- Pregnancy
- Children under 5 or over 12
- Single-parenting
- Caring for elderly loved ones
- Deployed spouse
- Pursuing higher education or training
- Job change
- Moving

- Financial difficulties
- Divorce or separation
- Death of a loved one
- Children with special needs
- Challenging medical conditions such as chronic disease or injury
- Mental health challenges including depression



25

MAKE A LIST TO DIFFERENTIATE

- Need TO DOs
- Nice TO DOs
- Not-so-Nice TO DOs
- Wise TO DOs

26

WHAT CAN BE DELEGATED?

- meal planning
- grocery shopping
- meal prep
- cooking
- housekeeping
- yard work
- organizing
- dry cleaning
- mending
- haircuts/color
- alterations
- social media scheduling
- graphics
- creating handouts
- fixing
- maintenance

- childcare
- tutoring/afterschool help
- taxiing/carpooling
- travel planning
- research
- accounting
- even reading: audiobooks!

Review your values and non-negotiables to decide what is **not up** for delegation



27

4 Ps OF BALANCED LIVING

- PURGE the non-essentials
- PRIORITIZE your best choices
- PERCEIVE PROPERLY
- PLAN



28

GOALS: Sacred and SMART

Powerful secret:
The way to achieve our goals is to **hold them tightly** and our strategies loosely. To zig and zag with strategy is not a mark of failure, but instead a goal-setting super power.

-MEGAN HYATT MILLER


STRATEGIES: Suspendible

29

CAPITALIZE ON STRENGTHS

“Exploited strengths are of far greater benefit as a leader than marginally improved weaknesses.” - Andy Stanley

Are you spending too much time **working on your weaknesses** at work?



30

PERSONALITY POWER

ANALYSTS
Intuitive (N) and Thinking (T) personality types, known for their rationality, impartiality, and intellectual excellence.

Architect INTJ Logistician INTP Commander ENTJ Debater ENTP

DIPLOMATS
Intuitive (N) and Feeling (F) personality types, known for their empathy, diplomatic skills, and passionate idealism.

Advocate INFJ Mediator INFP Protagonist ENFJ Campaigner ENFP

SENTINELS
Observant (S) and Judging (J) personality types, known for their practicality and focus on order, security, and stability.

Logistician ISTJ Defender ISFJ Executive ESTJ Counsel ESFJ

EXPLORERS
Observant (S) and Prospecting (P) personality types, known for their spontaneity, ingenuity, and flexibility.

Virtuoso ISTP Adventurer ISFP Entrepreneur ESTP Entertainer ESFP

Adapted from 16personalities.com. 31

31

KNOW YOUR STRENGTHS & WEAKNESSES

STRENGTH **WEAKNESS**

32

32

FAIL FORWARD

“Failure is the opportunity to begin again more intelligently.”
- Henry Ford

“Success is stumbling from failure to failure with no loss of enthusiasm.”
- Winston Churchill

“If you’re not failing every now and again, it’s a sign you’re not doing anything very innovative.”
- Woody Allen

Perception Matters!

33

33

4 Ps OF BALANCED LIVING

- PURGE the non-essentials
- PRIORITIZE your best choices
- PERCEIVE PROPERLY
- PLAN




34

ACTION TRIGGERS -> NEW NORMAL

Brain ties make it easier for you to follow through because they become so natural once they're in place they don't draw from your energy bank or your self-control supply.

Examples:

- Right after I drink my coffee, I'll _____.
- When I turn on the water for my shower, I'll _____.
- When I buckle my seatbelt, I'll _____.
- When I leave work, I'll _____.
- After I eat each meal, I'll _____.
- Right after brushing my teeth, I'll _____.
- When my gas tank is filling, I'll _____.
- When I want to pick up my phone in the morning, first I'll _____.
- Every time I take my vitamins/medicine, I'll _____.



35

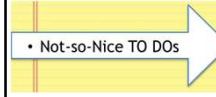
TASK PAIRING can BRING BALANCE

- Create brain pathways that associate with the reward
- What task that you dislike can you pair with tasks you enjoy, or would do anyway?

Examples:

- Laundry + a funny movie/show (Drybar Comedy)
- Jogging + a great playlist
- Social media scheduling with a friend at Starbucks
- Cleaning your office + your favorite coffee
- Carwash + call your mom/dad

What should you NOT do while multitasking?



36

MAKING THE MOST OF THE FRINGE

- Oxygen mask philosophy
- Manage expectations
- Morning
- Lunch break
- Transition time
- Waiting
- “Piddling”
- Communicate with spouse/family
- Where is the fringe time/margin?



The Fringe Hours: Making Time for You, Jessica Turner

37

• Wise TO DOs

CHOOSE 1 or 2 TO START

Waiting for the perfect time to start?

progress
progress
progress
progress

don't let perfect be the enemy of good

personal
spiritual
relational
professional
physical
financial

38

38

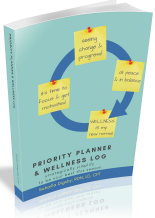
PHYSICAL

- Work on your posture
- Walk briskly or jog for 10 minutes
- Clean out your pantry
- Dance like no one is watching
- Do 10 minutes of stretching
- Disinfect light switches & doorknobs
- Use a foam roller
- Wash your face & moisturize your skin
- Prepare Strong Snacks for the week
- Prep herbs or limes for a fresh zing
- Use a hand or foot therapy ball
- Schedule an annual check-up
- Apply sunscreen
- Use a neti pot or saline mist
- Go to bed 10 minutes earlier
- Get up 10 minutes earlier
- Chop up fresh veggies & fruit for later
- Review your entries in this logbook
- Stash water bottles around your home, as well as in your office and car

Priority Planner & Wellness Log

by Sohailla Digsby

Take 10!



39

39

FINANCIAL

- Set up a monthly budget
- Consign/sell a box of clothes or items
- Note your debt & make a plan to reduce it
- Plan how you'll prioritize giving & saving
- Write out a grocery list and/or a meal plan
- Check bills for unnecessary subscriptions

PROFESSIONAL

- Put down your phone
- Set monthly goals
- Clear off your desk
- Breathe deeply
- Reach out to a mentor
- Make a list of things to delegate
- Set out your clothes & workout clothes
- Register to attend a training
- Schedule a vacation
- Write out a 5-year plan
- Communicate boundaries for work hours

PERSONAL

- Set a timer and watch funny videos
- Plant an herb garden
- Watch a sunrise or sunset
- Play your favorite song from high school
- Brew a cup of hot peppermint tea
- Give yourself a quick facial massage
- Take a bubble bath
- Do something creative
- Decide on your life value statement
- Walk or run in the grass barefoot
- Rock on your porch (or someone else's)
- Set up a reading plan & get the books
- Schedule a massage
- Light all the candles in your home
- Shut off your devices 10 minutes earlier
- Sing your favorite childhood song
- Review memorized scriptures/poems
- Take a power nap
- Pet a furry animal
- Take up a hobby or join a club
- Plan out your vacations for this year

40

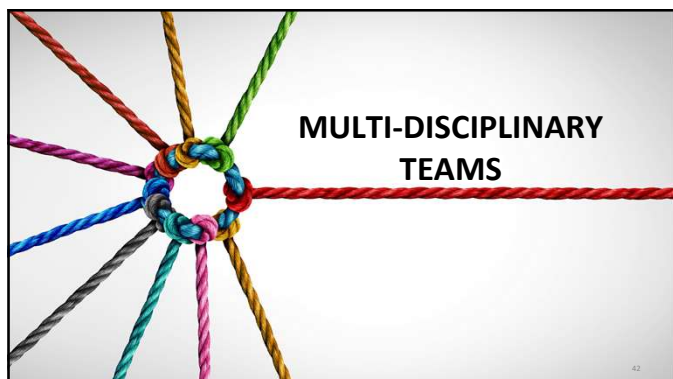
RELATIONAL

- Call someone for a 10-minute chat
- Work on a difficult relationship
- Hand-write a note or card and mail it
- Snuggle your kids or grandkids
- Slow dance with your significant other
- Text 3 people what you love about them
- Forgive yourself and someone else
- Eat a romantic dinner by candlelight
- Strike up a conversation with a little child
- Schedule a weekly date night, or similar
- Wear something special or fancy
- Join a team, a support group, or hobbyists

SPIRITUAL

- Morning devotional/meditation
- Journal your prayers
- Join a group to discuss meaningful matters
- Soak up sunshine and nature (try a walk through the park)
- Memorize a scripture verse each week
- Read your previous years' journals

41



**MULTI-DISCIPLINARY
TEAMS**

42

CREATE THE CULTURE YOU'RE AFTER WITH YOUR TEAM

- Communicate concern and expectations
- Balance of morale and mission
- Work-life balance is rated as highly important to all ages, per research, particularly ages 30-35
- Anonymous surveys to assess felt needs, or ask questions



<https://www.comparably.com/blog/study-what-millennials-want/>
<https://www.shrm.org/hr-today/trends-and-forecasting/research-and-surveys/Documents/2016-Employee-Job-Satisfaction-and-Engagement-Report.pdf>

43

43

TEAM LEADERS: 5 QUESTIONS TO ASK YOURSELF



44

44

1. ARE YOU OPEN TO FLEXIBLE WORK ARRANGEMENTS?

- Work-from-home days
- Adjusted or flexible office hours
 - Lessen employee stress
 - Improve employee performance
 - Increase employee retention
 - Save money (especially if allowing remote work)



<https://www.aaacenter.org/association-career/career/articles/talent-management/7-ways-to-promote-your-teams-work-life-balance>

45

45

2. DO YOU FOCUS MORE ON PRODUCTIVITY OR ON HOURS WORKED?

- Strengths/challenges: what is each team members' greatest contribution/value?
- Which duties require "manufactured" energy?
- Keep an eye out for signs and symptoms of burnout
- Have you established what you consider emergencies that require an answer to texts/calls/emails outside of office hours?



46

3. DO YOU ENCOURAGE HEALTHY BEHAVIOR?

- Sports teams
- Workout opportunities available on-site or stretching/meditation sessions
- Promote counseling services
- Acquire gym discounts or on-site equipment
- Lunch-and-learns
- Wellness challenges
- Walk-and-talk appointments or meetings



47

4. ARE YOU AND OTHER LEADERS WALKING THE TALK?

- Do you use your vacation time and encourage others to do so?
- Do you occasionally work remotely?
- Do you leave the office when you expect employees would?



48

5. ARE YOU IN TOUCH WITH YOUR TEAM MEMBERS' NEEDS?

Five permission-giving questions to ask employees:

1. What are you most excited about right now?
2. What do you wish you could spend more time on?
3. What is most challenging right now? (i.e. what in our systems or processes need to be tweaked?)
4. Is anything bugging you?
5. What can I do to help?

Andy Stanley 49

49

**WHEN YOU KNOW,
YOUR WHY,
YOU'LL KNOW
YOUR WAY.**

Michael Hyatt

WHY DO? WHY DUMP? WHY DELEGATE?

50

50

SOHAILLA'S TIP:
Left journal page (brainstorm/brain-dump)
Right journal page -->>>>

GREG MCKEOWN'S TIP:
If it's not a definitive yes, (>90% sure) then it's a no.
Make decisions by design, not by default.

DO

Top 3 for 90 days

- 1)
- 2)
- 3)

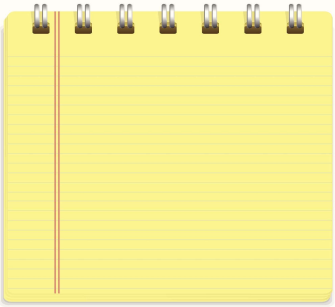
Top 3 for TODAY

- 1)
- 2)
- 3)

51

51

DUMP

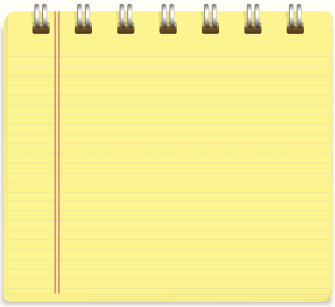


"You cannot overestimate the **unimportance** of practically everything."
 - John Maxwell

52

52

DELEGATE



"Will this activity or effort make the **highest possible contribution** toward my goal?"
 - Jim Collins, *Good to Great*

"Only do what **only you** can do."
 - Andy Stanley

53

53

do - dump - delegate ~ do - dump - delegate ~ do - dump - delegate ~ do - dump - delegate ~ do - dump - delegate

WHAT IF YOU DON'T?

do - dump - delegate ~ do - dump - delegate ~ do - dump - delegate ~ do - dump - delegate ~ do - dump - delegate

- Your **impact**
 - All our decisions all have impact - is anything neutral?
 - Remember: #progressnotperfection
- Your **health** and longevity are at risk
 - Remember: strategic or sorry (no longer oblivious)
- Your **family and marriage** are at risk
 - Remember: prevention with maintenance is better than recovery
- Your **friendships**
 - Remember: keep up so you don't have to catch up

"Rest restores relationships."
 - Adam Mabry,
The Art of Rest

54

54

“REST IS RESISTANCE”

- Adam Mabry, *The Art of Rest*

- Rest is resistance against **coercion**
 - Coercion to compare
 - Coercion to buy
 - Coercion of social media algorithms, ads
- Rest is resistance against **anxiety**
 - Headspace
 - Abide
 - Stop
 - First 5
 - Think & Breathe
 - Shine
 - More Hope (David Teems)




55

“REST BRINGS REWARD”

- Adam Mabry, *The Art of Rest*

RESTFUL	RESTLESS
margin	frantic
paced	hurried
quiet	noise
deep relationships	isolation
delight	distraction
enjoyment	envy
gratitude	greed
trust	anxiety
contributing	accumulating
working FROM joy/love	working FOR joy/love

56



BIG PICTURE

Set SMART goals:

Specific


Measurable

Attainable

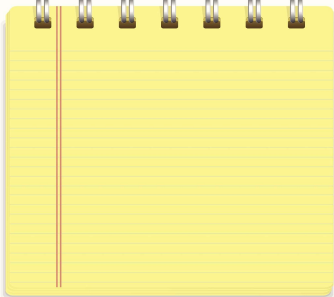
Relevant

Time-bound

57



WORK



What matters most to you professionally?

Your overarching focus for the year?

What are 3 goals for this quarter?

What is slowing down progress?

58



PLAY



• Nice TO DOs


What is just plain fun to you?

What games or sports do you like to play?

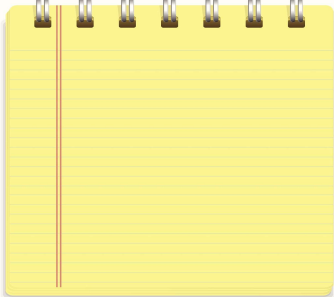
Where would you like to go?

What are your passion projects?

59



REST



• Nice TO DOs

What is restful to you?

Have you tracked your time?

Do you have margin to unwind?

How many hours of sleep do you require?

Is anything getting in the way?

Do you observe an official "day of rest"?

60

QUESTIONS?
SOHAILLA DIGSBY, RDN, LD

Bestbodyin52.com
 /BestBodyin52
 @BestBodyin52
 sohailla@bestbodyin52.com

Text FRESH to 33777 to get your Fresh Start Mini-Planner!

61

Additional Resources

Books:

- *The Art of Rest*, Adam Mabry
- *Ask It*, Andy Stanley
- *The Switch*, Dan and Chip Heath
- *Good to Great*, Jim Collins
- *Essentialism*, Greg McKeown
- *The Fringe Hours*, Jessica Turner
- *Priority Planner & Wellness Log*, Sohailla Digsby

Podcasts:

- This is Your Life – Michael Hyatt
 - *Essentialism, The Disciplined Pursuit of Less*
 - *Do you Really Want Work-Life Balance?*
- The Andy Stanley Leadership Podcast
 - *Doing What Only You Can Do*
 - *The Question Great Leaders Ask*
- Smart Passive Income, episodes 279, 869, 770, 503

62

Credit Claiming

You must complete a brief evaluation of the program in order to obtain your certificate. The evaluation will be available for 1 year; you do not have to complete it today.

CREDIT CLAIMING INSTRUCTIONS:

1. Login to www.CE.TodaysDietitian.com.
2. Click "My Courses" and select this webinar's title.
3. Click "Take Course" on the webinar description page.
4. Select "Start/Resume" to complete the course and submit the evaluation.
5. Download and print your certificate.

63
