Work/Life Balance

Anthony C. Masi
Provost

McGill

Academic Leadership Forum

29 April 2015
## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:30 am</td>
<td>Opening Remarks - <strong>Anthony C. Masi</strong>, Provost</td>
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<tr>
<td>8:40 am</td>
<td>Presentation - Dr. Nancy Heath, Department of Educational and Counselling Psychology, Faculty of Education</td>
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<td>9:20 am</td>
<td>Breakout session and Discussion</td>
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<tr>
<td>9:55 am</td>
<td>Closing remarks - <strong>Anthony C. Masi</strong>, Provost</td>
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Overview

- Defining W/L balance
- Reality of W/L balance issues in Academia
- Academia W/LB: Benefits & Challenges
- Strategies for achieving W/LB
- Leadership and Optimizing W/LB
- Discussion
Defining W/LB

• Results of your W/LB (survey)

• Defining W/L balance
  – Not about time spent
  – *Satisfaction with one’s ability to meet the demands of multiple roles*
W/LB in Academia

Life
- Relationships
- Self-Care
- Admin / Service

Work
- Research
- Teaching
Academia W/LB: Benefits & Challenges

- Flexibility: No limits
- Interest: Lure of work
- Autonomy: Making choices
## Autonomy: Choices

<table>
<thead>
<tr>
<th>Immediate accountability</th>
<th>Long term accountability</th>
<th>No accountability</th>
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<tr>
<td>Urgent demands</td>
<td>Research program, writing</td>
<td>Health</td>
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<tr>
<td>Admin tasks, teaching, etc.</td>
<td>Relationships</td>
<td>Self-care</td>
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Achieving W/LB

Principles
- Realism
- Minimize/Maximizing
- Advanced Prioritizing
- Recharging
Realism

- More work than time
- You make choices
- Do it differently
- Tasks are flexible
- W/LB doesn’t happen, you do it
Minimize & Maximize

Minimize:
Eliminate, simplify, delegate

Maximize:
Enhancing efficiency, technology strategies
Technology Strategies: Taking Control

- Protected black out times
- Control response speed & time
- Create email folders
Advanced Prioritizing

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<th>Evaluate for...</th>
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<tr>
<td>Time: Urgency</td>
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<tr>
<td>Importance</td>
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<tr>
<td>Needed input? Expand/contract</td>
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- Schedule OFF time & Recharge
Leadership: Optimizing W/L Balance

• Information, discussion
  – Not just normalizing/minimizing overload
  – Mentoring

• Organizational level: Principles of W/LB
• Address expectations (tech & other)
• Encourage and Modeling W/LB
**Discussion Questions**

- Discuss **greatest challenges** to achieving W/LB for you and your departmental/faculty members.
- Discuss your **best strategies** to achieve W/LB for you and your departmental/faculty members.

➢ Share with larger group