



EmpowerChangeNow Newsletter

Life Transformations, LLC. - *empowering change*

Life Transformations was

founded in 2001 by Joanne Aaronson. Joanne's mission is



to foster empowerment in the individual to achieve his/her ideal life including relationships, career, and financial situation. Or for the executive, to achieve Enlightened Leadership to empower their best organization possible. The [Empower Change Now Newsletter](#) was started in 2007 to support this mission by sharing information about the underlying paradigm shift necessary to empower change in the individual for unlimited possibilities.

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Dear Readers, balancing work and home life can be challenging, but taking time off is critical to being a balanced person, maximizing your own productivity and encouraging others to perform. It all starts with a healthy You! Check out this month's articles for clues to work-life balance. As usual, I welcome your comments or experiences with this material.

Always in light, Joanne
Joanne Aaronson, PMP, Ct Reiki, Ct EIS

Work-Life Balance: It's Vacation Time!

It's still summertime and many people are on vacation. Have you taken yours yet? Allowing time to recharge your batteries is important to continual productivity. I have an expression that it's best to *slow down to power up your creativity!*

Americans receive the least amount of vacation time than most other industrialized nations but have the hardest time taking it. Why is that? Here are some possible answers?

- ◆ Fear of getting behind,..... or, further behind
- ◆ Concern that others in the office will take over while they are gone
- ◆ Or out of sight, out of mind

Do you take on more work than you can really handle because you want to make sure you're needed, only to find you can't get out from underneath the pile? Whatever the reason, it's important to maintain a healthy work-life balance regarding taking time off. Here are some do's and don'ts to keep in mind:

- ◆ A big one or two week vacation is great, but don't forget the extended weekends or days off during the year.
- ◆ Really use the time to *get away from the office*. Leave the electronics home, unless there are emergencies. Carefully define what's an emergency! This is your time away.
- ◆ Avoid setting yourself up as the only person who can solve problems. Sure you guarantee your job, but you also guarantee that you will never stop working. Even when leading teams, I trusted my staff to handle issues while I was away. They knew the limits of what they could and couldn't do. In all my years of managing projects, teams and organizations, nothing *that* big ever came up that it couldn't be handled while I was away. Thus, I was able to go on vacation and really relax.

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Work-Life Balance—Some Personality Types

In maintaining a healthy work-life balance, there are some basic personality types to consider. The Type A personality, tends to stress over everything, taking on much more than he/she can handle and then wonders why they never have enough time to finish their workload.

Type A's are known for:

Rushing around, not taking enough time to think through their personal or business activities and thus get themselves into difficult situations.

- ◆ They may get a lot of work done and perhaps often save the day, but they also put increasing amounts of stress on themselves and most probably on others around them.
- ◆ Sometimes, my clients are this type of personality, asking me why they don't get recognized, are passed over for the higher grades, or for reward.

The answer is simple: getting the job done is not the only consideration if you make your team or organization crazy in the process; If you're a loner and not a team player; If you push your team to do more work than they can handle thinking that you're "just a good task manager". Sure, this one project will come in, but you'll burn your bridge. It's definitely a "win the battle but lose the war" attitude since you'll not make friends along the way.

How can it be different? There are stages along the personality continuum, so even if you have a small amount of Type A in you, here are some suggestions for improvement:

- ◆ Slow down and power up. In the long run, by slowing down, thinking through the situations, considering the alternatives and those around you, your decisions will be better for all, not just for the moment.
- ◆ You will have more energy since you won't burn your self out—that's where the powering up comes to play. Not only will you have more energy to work, your productivity will go up and so will that of your team since they won't be as stressed either.
- ◆ Be considerate of your team and the organization as a whole. Bringing the project in may be the ultimate goal, but there are many ways to win. If you've found management isn't happy with your results in the past, then something needs to change. Are you aggravating people by moving so quickly? You're getting things done, but not taking others with you. Perhaps you should clarify what the real goals are and how your management wants you to get there. Confirm that your approach matches management style. Otherwise, you can win the battle and lose the war...
- ◆ Not a Type A at all? Congratulations! More like a Type B—laid back, go slow and steady? That's great, but do you accomplish what you set out to do? Perhaps you need a plan, understand the key/critical dates, get on board with the management style and objectives and then go at it. Being liked is not the only important review criteria—actual performance is vital also.
- ◆ Both ends of the spectrum are extremes. Find your balance, be happier and less stressed.



Remember:

- Slow down to power up
- Find your balance point
- Keep your team charged
- It all starts with You



Attention Enlightened Leaders!

Want to be part of the solution and not the problem? Choose to be a change agent to bring Corporate America back into balance.

Join the Enlightened Leaders Forum on *Linked In* today.

Call or write for more information

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Balance Your Life Corner

Acid/Alkaline Balance - Watch your Dairy and Red Meat!



There's a lot to this subject, but I hope I can get the point across quickly as it's important to maintain a healthy balance between acid and alkaline foods. Foods such as dairy and red meats create an acid PH in the body whereas most vegetables and a majority of fruits are more alkaline. Why? An acid system is the cause of many diseases such as osteoporosis. Take time to investigate this condition, check out a book or two or just watch your intake of the two biggies-dairy and red meat and increase your intake of veggies and fruits. It's an easy way to be healthier!

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- ◆ Proper planning helps tremendously. Keep your work up-to-date to avoid turning the night before you leave into a nightmare trying to catch up. The same is true for when you return. Make the whole process as manageable as possible by planning ahead.
- ◆ Coordinate with others what work needs to get done while you're away. If you have a team, all the better. Make sure everyone knows their assigned tasks and what's due when. If you can tag with another project manager or leader, share the load offering to help him/her while they're away. This will pave the way for a return favor! You'll really appreciate it when you get back.
- ◆ Plan ahead. If you know that an issue might come up, have the mitigation ready and brief the key personnel. Then if the risk actually occurs, the response you've already authorized goes into effect.
- ◆ And remember to have fun!

BTW, anyone still here, or are you all gone on vacation?

