

# Balancing Work and Ohana



activity and a work activity. Knowing where you stand on your values can make tough choices easier.

**A**ll of us must allocate 24 hours a day to the activities of life. How well we balance responsibilities with doing things we truly enjoy directly affects our quality of life. It also helps manage stress. Are you satisfied with your balance of time between work and 'ohana?

If you answered “no,” you are not alone. Achieving balance with work and family is an ongoing process of juggling responsibilities at work and the needs of family members/ohana. These needs change over time. The key to success is stepping back and periodically analyzing how things are going. You can then decide if changes are needed. The result will be enjoying your life more and being in harmony – lōkahi – with the things you value most.

Take the following quiz to see if you could use some re-evaluation of work and 'ohana balance. If you answer “no” to any question, you may benefit from some of the steps that follow.

## WORK AND 'OHANA BALANCE QUIZ:

- Do you successfully allocate time in your day to the things you want to do with your 'ohana?
- Can you participate in meaningful activities with 'ohana without feeling anxious or talking about work?
- Do you participate in 'ohana activities without the gnawing feeling of so much work being left undone?

## 10 STEPS TOWARD BALANCING WORK & 'OHANA:

### 1. WORK AND 'OHANA BALANCE IS A CONSCIOUS DECISION.

Work and 'ohana don't “balance” automatically. Achieving balance is an ongoing process. Understanding this can reduce frustration and help you act to gain control.

### 2. WRITE DOWN 'OHANA GOALS.

'Ohana needs change over time. Opportunities to take the kids to the beach or participate in a new family pastime don't last forever. Decide what is important and write it down. Assign a date, and make these goals “absolutely-will-happens.”

### 3. STICK TO YOUR VALUES.

Sometimes it can be tough to make a choice between an 'ohana

### 4. RECOGNIZE THAT IMBALANCE IS SOMETIMES INEVITABLE.

It is important to recognize that jobs and responsibilities are important and that they sometimes take priority.

### 5. REVISIT YOUR SCHEDULE.

When your work schedule changes, new opportunities may become available to participate in 'ohana activities. Claim the high ground!

### 6. RECOGNIZE THE BENEFITS OF BALANCE.

Balancing work and 'ohana has pay-offs for children, home relationships, and everyone's future happiness. Recognizing this can help you keep balance in mind.

### 7. MANAGE DISTRACTIONS AND PROCRASTINATION.

Working long hours causes stress that sometimes finds relief naturally through workplace distractions and procrastination. If you are at the office for 12 hours, do you really work only 10? If you are searching for more 'ohana time, it might be found here.

### 8. DISCUSS EXPECTATIONS AND RESPONSIBILITIES.

When one family member is taking on too many responsibilities at home, resentments can build. Periodically discussing the perceptions of others can provide the awareness you need to consider opportunities and choices for work and family balance

### 9. ORGANIZE YOUR WORK BETTER.

Improving your delegation and time-management skills can buy you time needed for family life. Learning how to put work down, say “no,” and let go of workplace worries are skills that are learned through practice.

### 10. WHAT THE EAP CAN DO.

Despite these suggestions, improving balance of work and 'ohana may be a lot easier said than done. The EAP can help you find sources for defining priorities, acquiring assertiveness skills, making tough decisions, or even identifying family goals that you want to pursue so you can look back and say, “I did it.”

## What is an Employee Assistance Program?

The EAP provides confidential and professional assistance in order to resolve problems that affect employees' personal lives or job performance.

The services are free, voluntary, and confidential. You and your family members are eligible.



**For more information, call us!**

Call us at **543-8445** from Oahu

Neighbor Islands : **(800) 994-3571**

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