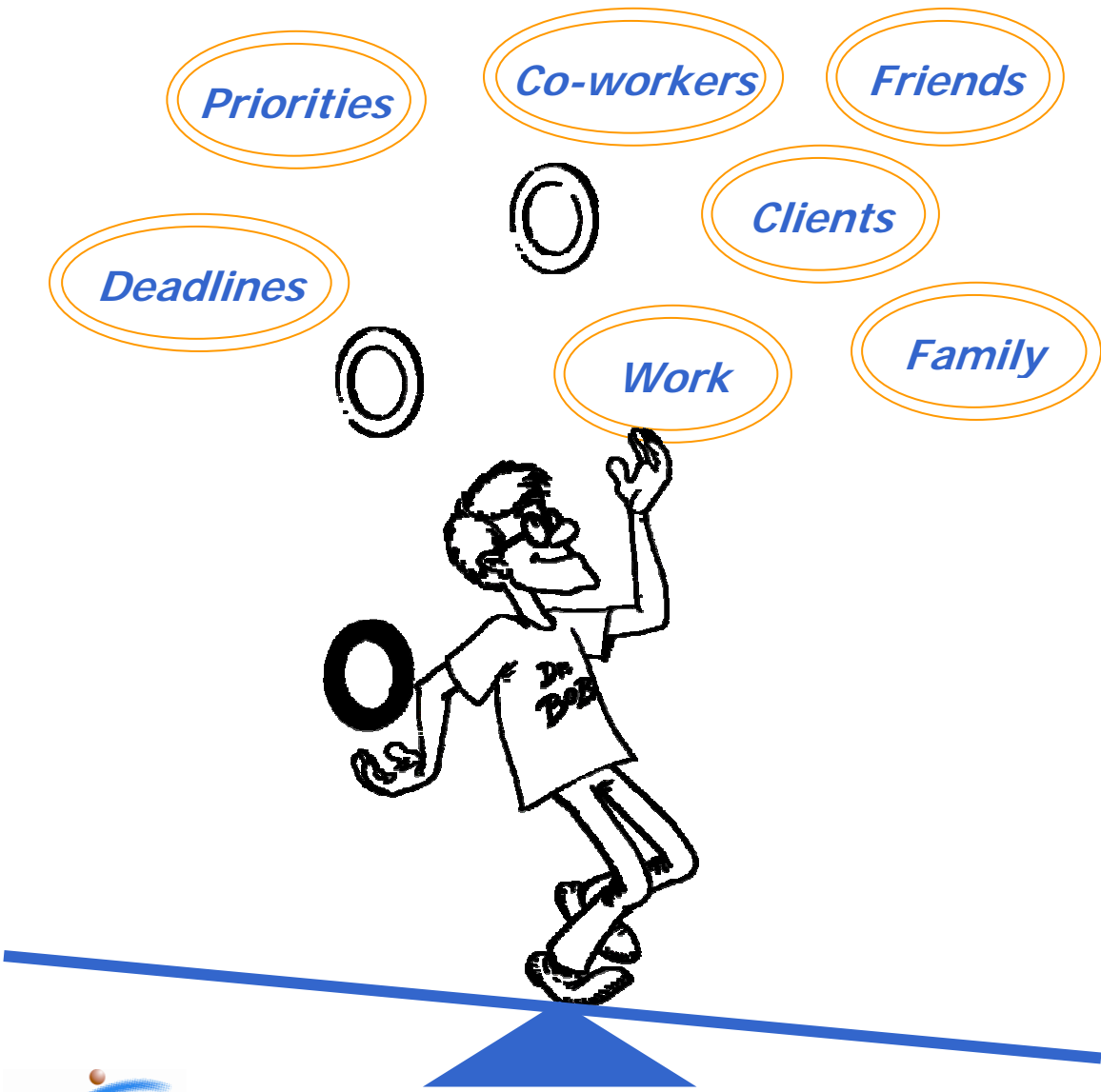


The Great Juggling Act... Balance *and* High Performance



The Great Juggling Act... *Balance and High Performance*

Presentation for
Ontario University Registrars' Association

The Case for Balance

Success today demands poise and the ability to juggle it all under pressure. A leader must be a high wire performer while serving clients, colleagues and family with grace, wisdom and good humour. It takes great skill, awareness and balance to pull it all off.

The key is to keep focused on the big picture, while bringing a high level of attention and focus to the details so you can zero in, pick your priorities, and then act clearly and decisively.

Balance

- What is it?
- We all need it:
 - For health and well-being
 - For peak performance and success
- We can shift how we see it and address it.
- There are clear strategies that lead to getting it and keeping it.

Work/Life Balance is the Number 1 issue re:

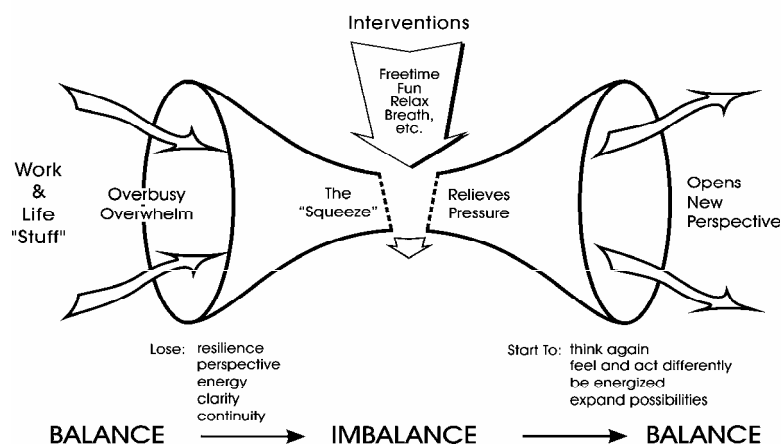
- Worker satisfaction and commitment
- Performance and productivity
- Attracting and retaining people

Sources: CNN, The Conference Board of Canada, AON, HRDC/Health Canada, Time Warner, Statistics Canada

78% of workers consider their effort to balance work and personal life their #1 priority.

Brainwaves Group,
Research Alert

The Great Squeeze Play



Awareness and Self Care

Notes

Laughter and Lightening Up

- Hearty laughter releases 134 chemicals into our bodies which shift mood and increase relaxation
- It also produces t-cells which strengthen the immune system
- After a hearty belly laugh we are disease resistant for at least 45 minutes

My Balance Briefing

Rating (on a scale of 1 through 10)

- Last year I was a _____
- Today I am a _____
- This year I intend to be a _____

Best strategy

My favourite strategy to restore and keep my balance is....

Keep a Beginner's Mind

In the beginner's mind there are many possibilities, but in the expert's there are few.

Shunryu Suzuki

Remember

- Don't let an old dog move into your body
- Invite a new conversation about what is possible re: Balance, Performance and Results

Juggling Helps

- Ground us
- Shift us; lighten us up
- Boost our confidence in our ability to learn new things; to coach others
- Playful, problem-solving
- Focus, zero in
- Balance and energize

Strategies for lightening up, getting balance, and breaking through

1. Cultivate active awareness - Tune in, accept how it is, shift your thoughts to how it will be
2. Take risks - Take on things you don't think you can do. Build new skills and confidence
3. Drop perfection for progress
4. Breathe, relax, imagine it "as if it already is"
5. Focus on what you want, not what you don't want
6. Return to the big picture
7. 'Reframe' how you see and approach challenges
8. Indulge in positive self-talk
9. Break tasks down into bite-sized pieces
10. Stop! Be still; quiet; calm
11. Cultivate playfulness; make work fun again; laugh lots
12. Leave work behind

Notes

Breathing

Notes

Balance is Just a Breath Away!

A one-minute exercise to ground and centre yourself – anywhere, anytime.

1. Sit still and upright, relax, eyes open or closed.
2. **Breathe In**
 - Let all your breath out, then breathe through your nose slowly and deeply, filling your **belly first**, then up into the rest of your chest (to a slow count of 4), expanding fully.
3. **Breathe Out**
 - Again through your nose, (**even more slowly** to a count of 8), emptying your chest first, then down into your belly (pulling abdomen in at end to fully empty your breath).

Immediately let your belly fill again and repeat the 4 count IN and 8 count OUT process. Do this three times.

Value Tips:

1. Focus on how your breath feels at the tip of your nose (cool in, warm out); let all thoughts go.
2. As you breathe out, let shoulders drop, then buttocks sink, and finally knees relax.

Create Your Own Balance Tactics

- Hike, walk, stroll, sit in a beautiful natural environment
- Grin ear to ear and while looking in the mirror
- Practice random acts of outrageousness
- Juggle in unusual places
- Call a friend
- Let loose, be spontaneous
- Buy wind up toys and play with them
- Meditate
- Laugh, giggle,
- Fantasize

My Balance Commitment

Two steps I will take to balance and shift my day and week:

Tomorrow

I will _____ at work

and _____ at home.

Within two weeks

I will _____ at work

and _____ at home.

Signed: _____ *Dated:* _____

Notes

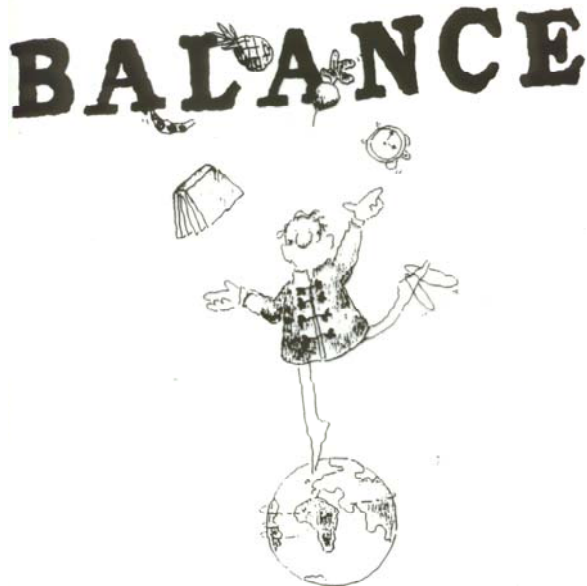
Pulling it All Together

Notes

Intention is the key

If you want to know what your intention is, check your results.

Notice how this *feels*



Be patient

- Notice small changes, and big shifts will eventually happen
- It takes 21 days to learn a new habit

Remember

- Ordinary people working together can achieve **extraordinary** results!
- Inspire yourself...and each other...to seek balance each day
- Surround yourself with a great team...your dream team
- Celebrate your successes as you go

Happy Juggling!



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DR. BOB'S TOP 10+
Recommended Reading

Notes

1. ***Beyond Juggling: Rebalancing Your Busy Life***, Kurt Sandholtz, Brooklyn Derr, Kathy Buckner, and Dawn Carlson, (Berrett-Koehler).
2. ***Eight Weeks to Optimal Health***, Andrew Weil, (Random House).
3. ***Managing to Have Fun***, Matt Weinstein, (Simon & Schuster).
4. ***Sitting, A Guide to Buddhist Meditation***, Diana St. Ruth, (Penguin Group).
5. ***Six Months Off***, Hope Dlugozima, James Scott, and David Sharp, (Henry Holt and Company, Inc.).
6. ***Time Shifting***, Stephan Rechtschaffen, (Doubleday).
7. ***The Little Book of Stress Relief***, David Posen, (Key Porter Books).
8. ***Meditations for Living in Balance***, Anne Wilson Schaef, (Harper San Francisco).
9. ***Corporate Creativity: How innovation and improvement actually happen***, Robinson & Stern, (Berrett, Koehler).
10. ***The Art of Possibility***, Rosamund Stone Zander, Benjamin Zander, (Penguin Books).
11. ***Flow: The Psychology of Optimal Experience***, Mihaly Csikszentmihalyi, (Harper and Row).
12. **Work Life Balance Centre.** (U.K. based resource)
Contact **Julie Hurst** www.worklifebalancecentre.org
13. **Meditation.** Contact **Shinzen Young**
www.shinzen.org

