



# **WORK/LIFE BALANCE AND STRESS MANAGEMENT**

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## MEANING OF WORK-LIFE BALANCE

WORK-LIFE BALANCE IS A CONCEPT INCLUDING THE PROPER PRIORITIZATION BETWEEN WORK (CAREER AND AMBITION) AND LIFESTYLE (HEALTH, PLEASURE, LEISURE, FAMILY).

# ELEMENTS OF BALANCE

## AT WORK PLACE:

- DUTIES
- WORK ETHICS
- WORKMATE RELATIONS
- PERSONAL CAREER GROWTH
- SITUATIONS

## AT HOME:

- SPOUSE
- CHILDREN
- OTHERS
- SITUATIONS

## CONTEXT:

- GOAL SETTING.
  - WHYA? WHYB? WHATA? WHATB?
- SEEKING KNOWLEDGE.
  - MENTORSHIP, COACHING, TRAINING, BENCHMARKING.
- LEARNING TO CHANGE.
  - PERSONAL DEVELOPMENT, DEVELOPING OTHERS.
- CONTROLLING FINANCES.
  - 70% TO 30% RULE, SAVE SOMETHING REGULARLY, BORROW FOR A PURPOSE, INVEST PRUDENTLY.
- MASTER TIME.
  - PLAN YOUR ACTIONS, AVOID TIME ROBBERS.
- SURROUND YOURSELF WITH WINNERS.
  - WIN BY ASSOCIATION.
- LEARN THE ART OF MANAGING STRESS.

# RESPONSIBILITY IN A MODERN FAMILY

A FAMILY IS AN INTERACTION BETWEEN ANY TWO OR MORE OF THE FOLLOWING ELEMENTS IN CURRENT TIMES:

A FATHER , MOTHER, HUSBAND, WIFE, CHILDREN AND SIGNIFICANT OTHERS.

## MZAZI

- MLEZI
- ZIWA LA UPENDO
- AMRIJESHI MKUU
- ZAWADI
- INSHA YA KIPEKEE

PARENT:

- PROMOTER
- ADVISOR
- ROLE MODEL
- EVALUATOR
- NAVIGATOR
- TRAINER

# WORK AND CAREER

## ▪ WORK ETHICS:

- INTEGRITY
- TRANSPARENCY
- RESPONSIBILITY
- TEAM-WORK

## ▪ ATTITUDE:

- LET GO OF PERFECTIONISM
- UNPLUG: SHUT THE PHONE OFF AND ENJOY THE MOMENT
- EXERCISE AND MEDITATE
- LIMIT TIME-WASTING ACTIVITIES AND PEOPLE
- CHANGE THE STRUCTURE OF YOUR LIFE
- START SMALL. BUILD FROM THERE.

## ▪ CAREER GOALS

- SKILL ACQUISITION
- PROMOTION
- GROWTH

## ▪ DIVERSIFICATION OF CAREER :

- THINK IN FOUR DIMENSIONS.

## ▪ DISCOVER CHARACTER COLOURS

- RED: VALUES RULES, AUTHORITY, HIERACHY.
- GREEN: VALUES FEELINGS, EMOTIONS, CONCENSUS.
- BLUE: RESERVED, PRIVATE, DILLIGENT AND STEADY.
- YELLOW.: CREATIVE, VALUES APPRECIATION AND TIME TO FINISH TASKS.

## ▪ WIN WITH PEOPLE

THE 5 EI- PRINCIPLES:

- WHO WE ARE DETERMINES HOW WE SEE OTHERS
- THE FIRST WE MUST EXAMINE IS OURSELVES
- HURTING PEOPLE HURT OTHERS AND ARE HURT BY THEM
- NEVER USE A HAMMER TO SWAT A FLY ON SOMEONES FORE HEAD
- IN OUR RELATIONSHIPS ,WE CAN LIFT UP OR TAKE DOWN PEOPLE, BUT STRINGS ARE ATACHED

# THE ENGINE OF CHANGE

## CHARGED MIND:

- TOOLS: DREAM, VISIBLE TARGETS, STRATEGIC ACTION PLAN, MENTOR, ROLE MODEL, SLOGAN AND PRAYER.

## HIGHLY INSPIRED:

- IDENTIFY A SOURCE OF VALUE ADDITION, ACQUIRE SKILLS AND RESOURCES, INTERNALISE COMPETENCE, PRACTICE WITH COMMITMENT, AND APPLY IN CONTEXT.

## ATTITUDE OF CONQUEST:

- TUNE YOUR SUB-CONSCIOUS MIND TO UNSTOPPABLE SUCCESS. : ASPIRE TO BE: A GAME-CHANGER, PACE SETTER, RECORD SETTER OR BREAKER.

## NAVIGATION:

- MENTORSHIP, COACHING AND TRAINING.

## GRAND NETWORK:

- LINK WITH SUPPORTIVE SOURCES.

## EXPECTATION:

- ANTICIPATED LEVEL OF SUCCESS DETERMINES RESULTS.

**PSYCHOLOGICAL ORIENTATION: AWARENESS-UNDERSTANDING-BUY-IN-COMMITMENT-OWNERSHIP.**

# FACTORS OF CHANGE

**DISATISFACTION WITH THE STATUS QUO**

**VISION OF WHAT CAN BE DONE**

**FIRST CONCRETE STEPS NEEDED TO ACHIEVE THE VISION**

**COST REDUCTION STRATEGIES**

**THE NEED AND EFFORT TO OVERCOME RESISTANCE**

# INDICATORS OF BALANCED CHANGE

MEASURABLE RESULTS

BALANCED SATISFACTION

PERSONAL GROWTH

FUN

ENABLING CONNECTION

EVOKING PRIDE

INSPIRING EXPLORATION

ELICITING JOY

A SENSE OF VALUE



# ON SELF-AWARENESS BALANCE

## PERSONAL SWOT:

- HEALTH
  - DIET
  - MEDICAL CHECKUP
- WORK AND CAREER
  - SKILLS
  - MENTORSHIP
  - COACHING
  - TRAINING
  - GROWTH PLAN
- PERSONAL FINANCES
  - INCOME
  - EXPENDITURE
  - SAVINGS
  - BORROWING AND GUARANTORSHIP
  - INVESTMENT

- RELATIONSHIPS
  - IN THE FAMILY
  - AT WORK
  - WITH OTHER PEOPLE
- GROOMING AND IMAGE
  - DRESS CODE
- PLAN FOR GROWTH
  - PLAN FOR BENCHMARKING
  - WEALTH CREATION
  - FURTHER TRAINING

# BALANCE OF ATTENTION

**PEOPLE DRIVEN:** ATTENDING TO PEOPLE BUT NOT TASKS.

**TASK DRIVEN:** ATTENDING TO TASKS BUT NOT PEOPLE.

**IMPOVERISHED ATTENTION:** NEGLECTING BOTH.

**PEOPLE AND TASK DRIVEN:**

- BALANCED ATTENTION TO BOTH PEOPLE AND TASKS.

**THE DAMPED PENDULUM:**

- FLUCTUATING ATTENTION.

# LEVELS OF COMMUNICATION

**CLICH'E:** THE LOWEST LEVEL WHERE NOTHING IS BEING SAID.

**GOSSIP:** TELLING FACTS ABOUT OTHER PEOPLE BUT SAYING NOTHING ABOUT YOUR SELF.

**MY JUDGEMENT AND OPINION:** REVEALING ONES OPINION AND JUDGEMENT.

**GUT FEELINGS:** WHEN ONE MEANS WHAT THEY SAY AND SAY WHAT THEY MEANS.

**PEAK COMMUNICATION:** WHEN THE MESSAGE IS RIGHT, THE CHANEL IS CORRECT AND RECIPIENT IS RIGHT AND THERE IS APPROPRIATE FEEDBACK.

# BALANCE OF LOVE, RESPECT AND SELF-ESTEEM.

## LOVE AND RESPECT FOR:

- GOD
- SPOUSE
- CHILDREN
- OTHERS
- JOB
- FRIENDS
- VALUES

## POSITIVE REGARD FOR FAMILY:

- FAMILY DREAM
- FAMILY HEALTH
- DEVELOPMENT PLAN
- INVESTMENT PLAN
- BENCHMARKING FOR PROSPERITY
- FACILITATIVE SYSTEMS AND IMAGE
- LEISURE AND HOLIDAYS
- APPEARANCE



# SOCIAL AND SPIRITUAL CONCERN

INCLUSIVE OUTINGS

CHURCH VISITS

HEALTH AND SOCIAL CARE

INDIVIDUAL WELFARE

RECREATIONAL FUNCTIONS

PRIVATE MINUTES

EMOTIONAL EXPRESSION

- FEELINGS
- CRITICISM
- APPRECIATION

# INCOME AND EXPENDITURE

INCOME COMES FROM MANY SOURCES:

- SALARY
- DIVIDENDS
- INVESTMENTS
- RENT
- SALES PROFIT

THE 70/30 % RULE.

EXPENDITURE IS ANY MONEY USED ON SOME SERVICE OR BUYING SOME ASSETS.

YOU ARE BETTER OFF WHEN INCOME IS GREATER THAN EXPENDITURE.

# NEED FOR SAVINGS

## SAVE SOMETHING EVERY MONTH:

- HEALTH
- FEES
- INSURANCE
- RETIREMENT
- OLD AGE
- EMERGENCY

SAVE FOR SHARES AND DEPOSITS.

SAVE FOR INVESTMENT.

YOU SAVE LESS PER MONTH WHEN  
YOUNG THAN WHEN OLD.

# BORROWING

**BORROW FOR A PURPOSE.**

**MANAGE GUARANTORSHIP**

- WHO?
- HOW RELIABLE?
- WHERE DO THEY LIVE?
- WHO IS THEIR CHIEF?
- WHAT IS THEIR ID NUMBER?
- EMPLOYMENT NUMBER?
- CREDIT STATUS?

**OPPORTUNITIES:**

- NGURUE
- NG'OMBE M/N
- MBUZI M/N
- SHAMBA
- REAL ESTATE
- AGENCY
- TRANSPORT A/B
- ICT
- HORTICULTURE
- EXORTIC TREES
- BONDS AND STOCKS.



# FAMILY AND BUSINESS

## SEPARATE THE TWO FOR PROSPERITY

- INCOME
- EXPENCES
- WORKERS
- ACCOUNTS
- AVOID INTERNAL LOANING
- MINIMIZE RELATIVES WHO DOUBLE AS WORKERS
- EACH OF THE TWO HAVE SECRETS

# STRESS MANAGEMENT

## MANAGING PHYSICAL STRESS

- **Balanced diet**
- **Adequate sleep**
- **Regular rest**
- **Relaxation**
- **Exercise and recreation**
- **Breathing gently and evenly through the nose**
- **Avoid overloading**
- **Ideal BMI**
- **Shaking and dancing**
- **Hydrotherapy:**
  - **8 glasses of water per day**
  - **Warm shower**
  - **Cold shower**
  - **Steam bath**

# MANAGING MENTAL AND SOCIAL STRESS

**Laughter**

**Positive thinking**

**A positive self-image**

**Flexibility**

**Appealing to peoples' expectation of:**  
appreciation, recognition, confidentiality, empathy, love, care, attention, reward, forgiveness, support, good company.

**Change of environment**

**Pleasant company**

**Honest consultation**

**Avoid :**

- **Suppressing emotions**
- **Nursing grudges**
- **Overloading**
- **Self doubt**

**The soothing touch of nature**

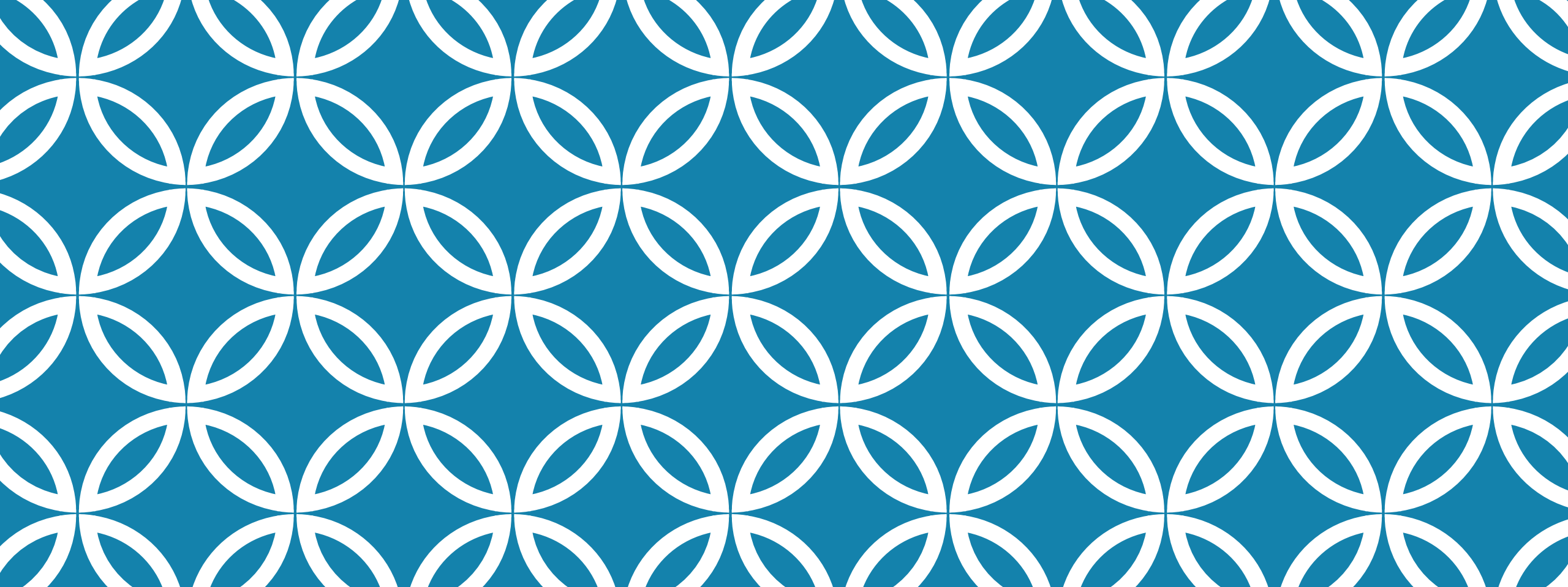
**Empty chair technique**

**Sharing with others in similar situations**

**Accepting yourself**

**Prayer**

**Music in context**



**THE END**  
**THANKYOU** |