



Work/Life Balance for Leaders

Striking a healthy work-life balance is a difficult challenge for everyone, but especially for those in leadership positions.

Many leaders today are so busy making a living that they have no time for making a life.

Senior Corporate Chaplain and writer Tim Kehl recently wrote an article for *IndustryWeek* giving today's leaders tips on how to achieve work/life balance. Here

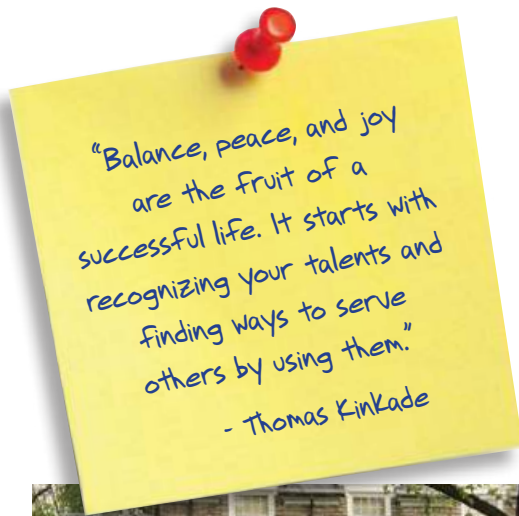
are some of his tips and you can [read the entire article here.](#)

Track Your Time

Analyzing your present situation is the beginning step in achieving a balanced life. Keep a time log of everything you do for one week, including work-related and personal activities. This data will serve as an eye-opener, helping you understand how you are using – and where you are losing – your time.

Determine Your Priorities

Spend some time seriously reflecting on what is most important to you, and make a list of your top priorities at work and at home. Then analyze your time audit by asking yourself these key questions: What do I need to Start doing? Stop doing? Continue doing? Do more of? Do less of? Do differently?



RBF Services:

Accounting and Auditing Tax Services

Management Consulting Services

- Accounting Systems
- Business Acquisitions
- Business Startups
- Business Process Improvement
- Financing
- General Business Counsel
- Succession Planning
- QuickBooks

Personal Financial Counseling

Industry Experience:

AgriBusiness Services

- Egg Processors
- Farming Operations
- Fertilizer Producers
- Food Processors
- Silo Manufacturers

Construction Industry Services

- Aluminum and Glass Contractors
- Bridge Contractors
- Building Supply Companies
- Commercial Building Contractors
- Drywall Contractors
- Landscaping Contractors
- Masonry Contractors
- Mechanical Contractors
- Plumbing Contractors
- Residential Building Contractors
- Steel and Iron Fabricators

Healthcare Services

- Assisted-Living Facilities
- Continuing Care Retirement Communities
- Healthcare Foundations
- Home Care Nursing Associations
- Hospital Authority
- Individual & Group Medical Practices
- Medical Billing Services
- Nursing & Rehabilitation Centers
- Personal Care Facilities
- Pharmaceutical Distributors
- Pharmacies
- Sub-acute Facilities

Manufacturing Industry

- Tool and Die
- Fabricators
- Mold Extrusions
- Snack Food
- Packaging
- Aluminum Siding
- Glass and Glazing
- Industrial and Automotive Tools





Work/Life Balance for Leaders

Establish Boundaries

Set fair and realistic limits on what you will and will not do both at work and at home.

Clearly communicate these boundaries to your supervisor, coworkers, partner and family. For instance, you might commit to not working late on certain days unless there is a crisis. Additionally, set aside a time at home during which you will not check or respond to work-related emails or voice mails.

Take Care of Your Health

Your health should always be your No. 1 priority. If you are not in good shape physically, mentally, and emotionally, both your work life and your personal life will suffer. Take care of yourself by eating healthy meals (especially breakfast), exercise at least three times per week and sleep

a minimum of seven hours per night. While you may not think you have time to add exercise and extra sleep to your jam-packed schedule, these practices relieve stress, raise your energy level, increase your stamina, improve your mental clarity, boost your immune system, and make you a happier, more engaged, and more productive person. Additionally, refrain from the excessive use of alcohol, tobacco, or drugs to relieve stress. These substances only tend to keep the body in a stressed state and cause even more problems.

Nurture Your Family/ Relationships

Relationships with family, friends, and loved ones are, by far, the greatest source of inner satisfaction. If your job or career is damaging your personal relationships, both areas will ultimately suffer. Sure there will be days when you will need to work overtime. The issue becomes problematic when these days become the rule, not the exception. By making your personal relationships a priority, your productivity and effectiveness on the job will actually increase.

JEFF BLEACHER

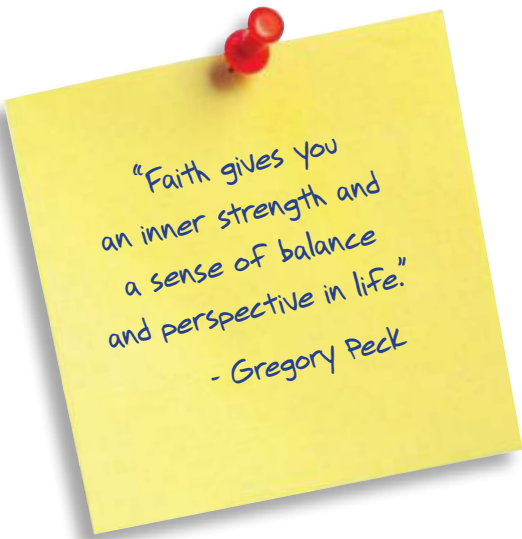


“As accountants we are challenged with work/life balance due to tax season and the time commitments required. But, we have recognized that our team needs to rebalance their lives after tax time and so we’ve developed ways for everyone in the organization to have down time after tax season. We believe that our team is more productive when they have a well-balanced life and we support them in achieving that.”

KEN FALK (on the right)



“Throughout my career I watched clients struggle with work/life balance and those who have figured it out seem to have better businesses, happier employees and have time for their families. In addition, I’ve noticed that those with work/life balance find time to “sharpen their saw,” as Steven Covey wrote about in “The Seven Habits of Highly Effective People.” Renewing yourself is an important aspect of reaching a balanced life.”





Work/Life Balance for Leaders

Leave Work at Work

Develop a mental on-off switch between work and home. It helps to establish a transitional activity between the two realms. This might consist of listening to music or recorded books during your evening commute, exercising at the fitness center, running errands, or keeping personal appointments. Scheduling such activities immediately following your normal work hours also prevents you

from spending that extra twenty minutes at the office which then turns into several hours.

The process of achieving a healthy work-life balance is like becoming a professional athlete or training for a triathlon. It takes a concerted effort to get in shape and a continued effort to stay that way. But those who commit themselves to this quest reap enormous health and quality-of-life benefits.

It is possible to have a successful professional career and a fulfilling personal life. Take control of your work. Be proactive with your time. Get a (balanced) life.

JEFF GROFF



“I’m in the go-go stage of life and work/life balance is one of my goals. Being an accountant means I’m going to have time frames where the schedule is crazy, but family and friends are so important to me that I can’t skimp on the time needed to foster those relationships. Achieving work/life balance may be different in each phase of life, but I think family and friends are always a huge part of the balance.”

PATRICK GENDRUE (on the left)



“There’s an often used saying that ‘no one ever said on their deathbed that they wished they had spent more time at the office.’ Which really says that when we pay attention to the things that are most important and most valuable to us we will be developing balance in our lives. Achieving work/life balance then may not be about where we spend our hours, but the quality of life in those hours.”

“When we have a good balance between thinking and feeling... our actions and lives are always the richer for it.”

- Gregory Peck

Disclaimer of Liability: Our firm provides this information for general guidance only, and does not constitute the provision of legal advice, tax advice, accounting services, investment advice, or professional consulting of any kind. The information provided herein should not be used as a substitute for consultation with professional tax, accounting, legal, or other competent advisers. Before making any decision or taking any action, you should consult a professional adviser who has been provided with all pertinent facts relevant to your particular situation. Tax articles are not intended to be used, and cannot be used by any taxpayer, for the purpose of avoiding accuracy-related penalties that may be imposed on the taxpayer. The information is provided “as is,” with no assurance or guarantee of completeness, accuracy, or timeliness of the information, and without warranty of any kind, express or implied, including but not limited to warranties of performance, merchantability, and fitness for a particular purpose.

Ross Buehler Falk & Company, LLP
Certified Public Accountants

1500 Lititz Pike
Lancaster, PA 17601

717-393-2700
717-393-1743 (fax)

www.rbfc.com

RBF is a Lancaster, PA CPA and consulting firm specializing in providing accounting and consulting services with the highest integrity.

