

For Immediate Release

Balancing Work and Life

Three in a Series of Eight: Career Advice Available to Publish

AUSTIN, TX [September 2008] Balancing work and life: this seems to be the modern dilemma facing a majority of the workforce. The line between when work starts and personal life begins gets more blurry every day due to our changing work culture and competitive global economy. How does the modern professional have it all nowadays?

Make a Priorities List

On paper, sit down by yourself or with a career/life coach or counselor and list what you would spend time doing if you only had to do one thing a day. What would be the second thing? Making a list of priorities this way will snap your priorities into focus. You'll recognize immediately what needs to be fixed.

Focus

Your time is precious, as you know, and being overwhelmed with juggling priorities can lead to more confusion and stress. Focus your energy to one priority at a time. When you're at work, focus on your work and when you're with family, focus completely on them. Your time will be better spent, you'll be more efficient and your boss, spouse, and children will appreciate the undivided attention.

Schedule an Appointment with Yourself

For those of you who put personal time has a priority, might want to look at booking some time with yourself. You are as important as your boss, your child, your spouse – you need time do to whatever it is you want to do. Remember when you used to have a hobby? Maybe you've been dying to get to those cooking classes they offer downtown. Schedule time for that each week and ignore email and telephone calls. Make yourself only available to yourself.

Dive into the Details

Maybe this sounds all well and good, but it's harder to put into practice than it sounds. Why not log it? Carry around a time journal for a week and keep track of what you're spending your time doing every day. Add up the hours you spend on work, with family, with yourself, with friends, with your spouse. Does that match your priorities list? If not, assign amounts of time to each thing (factoring in your responsibilities that you're already committed to) and plan your weeks accordingly.

An exercise like this might reveal some interesting things about your life. Maybe you'll find out that you spent five hours that week cleaning. If cleaning is not something you want to do, perhaps it's time to divide your chores up, rethink your cleaning standards, or hire a maid. Whatever it is that you're doing that you don't want to do, find a creative way to shorten the amount of time you spend on it.

Change Your Career

The bottom line could be that your career is holding you back from the life that you want and need. When this realization takes place, visiting with a career consultant, talking to a mentor, or a counselor is the best way to prepare for a transition. Take into account your interests and goals, your hobbies and work style, and define some options for yourself. Then, examine your skills and talents and find out what new abilities you need to develop to make the leap. An expert can help you sort through the rubble. Remember – your happiness will lead to a longer, more fulfilling life. Sometimes what you think you should do isn't what you need to do.

About the Ginac Group

The Ginac Group, Inc. is a leading provider of career development services. The company serves individuals, including chief executive officers and a host of other professionals in corporations and government agencies, as well as Fortune 500 and start-up businesses.

The Company's business consists of Career Development Services, career exploration and transition service and National Society of Career Management, training and certification for helping professionals. Founded in 1999, Ginac Group is headquartered in Austin, Texas. For more information, visit www.ginacgroup.com.