



# HOW TO LEAD A TEAM IN THE SPIRIT OF WORK-LIFE BALANCE

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# ABOUT ME



## AGENDA:



1. Work life balance (WLB) or work-life blending?
2. What influences employees' WLB?
3. How to balance business and team goals while keeping your WLB?
4. Personality traits and supporting team members in maintaining WLB.
5. Areas of action to maintain WLB: good practices, discussion, tips&tricks.

HOW DO WE FUNCTION AT WORK AND OUTSIDE OF IT?  
WHAT TO LOOK FOR IN YOUR TEAM?  
HOW CAN YOU RECOGNIZE A LACK OF BALANCE?

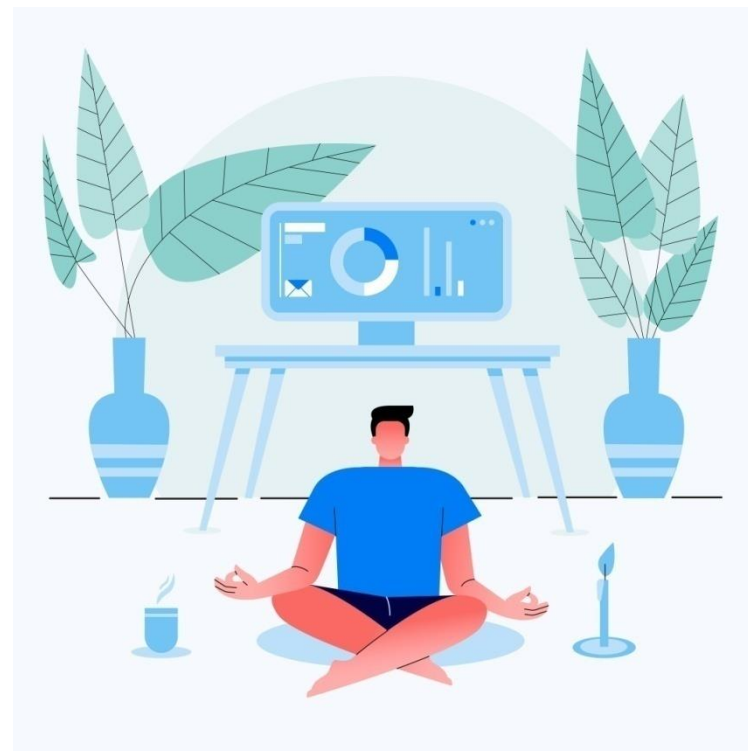
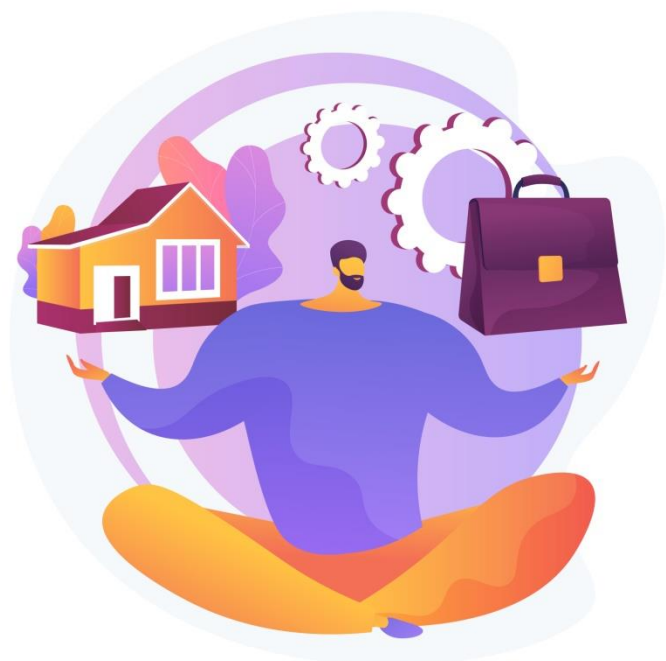
In "life" mode

In "work" mode



# BALANCE VS BLEND

## WHAT ARE THE RELATED OPPORTUNITIES AND THREATS?



# A PERFECT LIFE DOESN'T EXIST!



# A PERFECT LIFE DOESN'T EXIST!



LIFE IS ALL ABOUT MAKING CHOICES.



# PRIORITIES

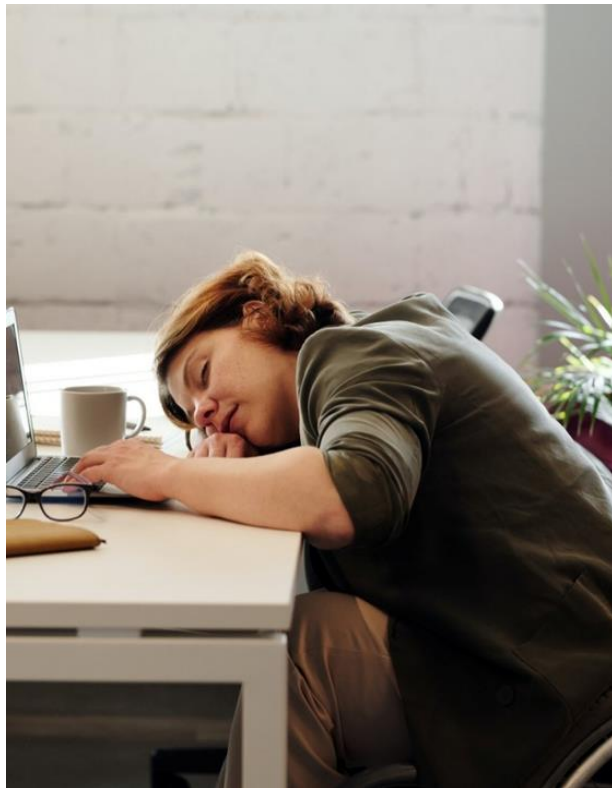
## HOW TO SET THEM? TRY THIS METHOD!



1. What is most important to you?
  - In private life.
  - At work.

# PRIORITIES

## IDENTIFY THE MOST IMPORTANT TASKS



1. What is most important to you?
  - In private life.
  - At work.
2. Which tasks accomplish these priorities the best?

# PRIORITIES MAKE ROOM FOR THEM



1. What is most important to you?
  - In private life.
  - At work.
2. Which tasks accomplish these priorities the best?
3. Which have the least impact on what's important for you?

# MODEL AND COMMUNICATE

APPROACH BASED ON ADAPTING TO THE SITUATION, REGULAR  
REVISION OF YOUR APPROACH AND CONSCIOUS DECISION-MAKING

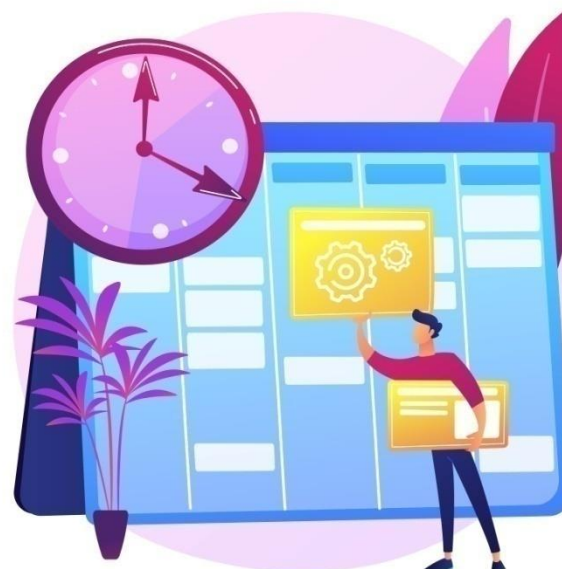


# MEETINGS

## PRACTICE REVISING AND UPDATING THE WAY OF DOING THINGS IN THE AREA OF ATTENDING VARIOUS MEETINGS

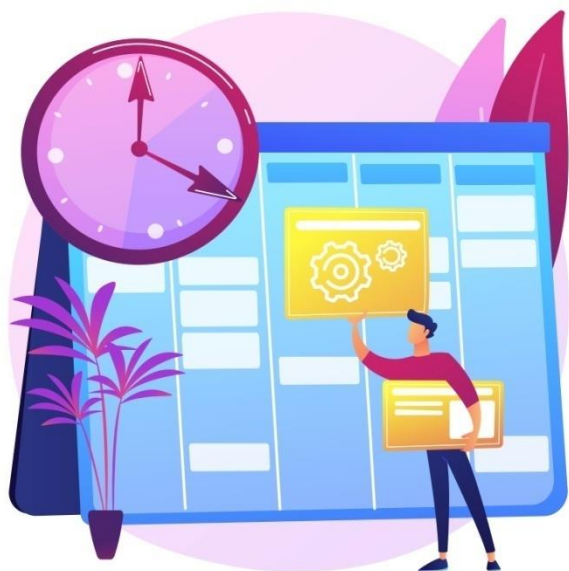
Take a look at your meeting schedule from the past week. Rate them on a scale of 1 to 10

- How many hours do you spend in meetings rated 1 to 5?
- What affected your rating? Maybe the agenda? Clear definition of your role? The meeting's time efficiency?
- Which of them could be replaced by email?



# DETERMINE WHAT IS WORTH CHANGING

## BELOW YOU WILL FIND SOME TIPS RELATED TO MEETINGS



- Prepare/expect an agenda and definition of your role before the meeting.
- Schedule meetings for :05 and :35 past the full hour, giving yourself and your colleagues a 5-minute hygienic break.
- Determine the exact meeting length, which would support efficiently moving through the agenda.
- Assign lunch and break times in your calendar in advance.
- Work part of the time standing, move around during breaks.
- Clearly establish rules/restrictions on contacts before 9am and after 5pm, as well as during weekends.



Discussions about the quality of cooperation and how to improve it. About conflicts, stress, mistakes, but also success stories, team development and achievements.

## META-LEVEL CONVERSATIONS

# INTRODUCE METACOMMUNICATION



Are we still on the right track in the way we operate? What can we improve in the way we communicate?

What have you been positively surprised by recently? Which elements of cooperation were difficult, and what was just ok?

What was missing? What was too much? What have you learned?

What important topics are worth covering?



End the meeting with developing a plan to implement its conclusions. Conversations at the level of ideas, needs and values must lead to implementing a specific step-change.

CREATE A PLAN

# WHAT CHANGES MIGHT BE USEFUL?

## SHARE AND INSPIRE



- Simplify procedures & talk to your team about their value/importance.
- Keep things in order: on your desk, on your desktop, in your tasks. This will improve your mood, focus and satisfaction.
- Take masterful breaks.
- 30 minutes a week to think about improving procedures, communication or team development.
- Hold regular meetings to exchange ideas for improving specific activities or to share experiences.
- Prioritize and complete the most important tasks first.

## THANK YOU

1. Write down what you're going to do **ALREADY THIS WEEK!**
2. Stay connected and complete the survey:  
<https://www.surveio.com/survey/d/Q4B9U9W7M4V7T7P5K>
3. Take care!

Till next time!  
Aleksandra Mroczo