

your health? How do you want to live and care for yourself?

**SPIRIT** – Is spirit to you about being ethical, moral, loving, forgiving, or generous, being a person of grace? Do you value doing the right thing, spending time in church or a synagogue, helping others, inner peace? Do you value education, lifelong learning, using your gifts? Do you value the joy of living each day to the fullest? Where do you want to make a difference?

**SERVICE** – Are you passionate about a cause? Do you feel a need to give back to the world? Where do you want to make a difference? Often this exercise will help us to see which areas of our lives we might have been neglecting... where we are unbalanced.

Finally, define the essence of who you are as a person. This is about values and character traits such as integrity, caring, honesty, enthusiasm. Are you task-minded, free-spirited, and adventurous, or are you conservative, quiet, and thoughtful. Values guide the way we live our life. What traits do you value most?

How can you apply this information to a Balanced Mission Statement for your work and your personal life?

One way is to set goals and schedule time on your calendar to regularly review those goals to be sure you are spending your time daily in a way that helps you achieve those goals. Counselors at the Center for Work and Family Life are available to assist you in that process.

## HOW DO I CONTACT THE CENTER FOR WORK AND FAMILY LIFE (CWFL)?

If you are a USC staff or faculty member and are interested in scheduling an appointment with a counselor or receiving information regarding resources and referrals, phone the CWFL at (213) 821-0800. If you are an immediate family member of a USC employee, you may also phone the Center directly to request services. CWFL services are available at all USC sites by special appointment.

The Center for Work and Family Life is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

### WORK / LIFE BALANCE

University of Southern California  
Center for Work and Family Life

#### **University Park Campus**

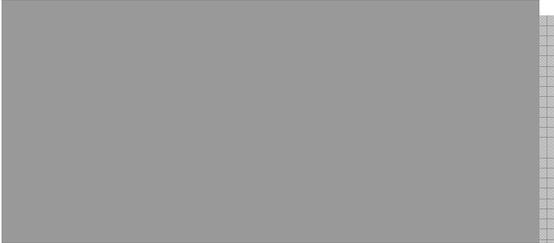
University Village  
3375 South Hoover Street, Suite E206  
Los Angeles CA 90007

#### **Health Science Campus**

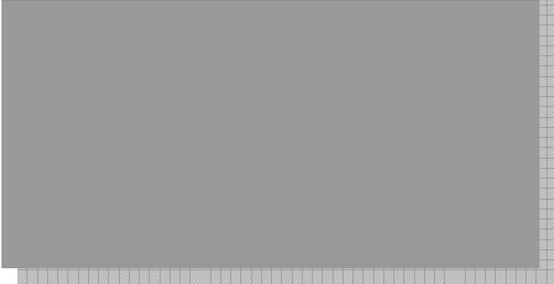
Center for Health Professions  
1540 Alcazar, Room 233B  
Los Angeles, CA 90089

Phone: (213) 821-0800  
Fax: (213) 747-8304

# WORK / LIFE BALANCE



center for  
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USC  
Employee Assistance Program  
[www.usc.edu/worklife](http://www.usc.edu/worklife)

# WORK LIFE BALANCE

Sometimes it's hard to learn to care for ourselves as much as we care for others. And often we tend to view other people's needs as more important than our own. Balancing the time you spend on others, with personal time for yourself can help you become happier and more productive.

So think for a moment, how well do you take care of yourself: physically; emotionally; spiritually; mentally.

- Do you eat three meals a day?
- Do you exercise every week?
- Do you have regular medical check-ups?
- Do you set aside "quiet" time for yourself to meditate, think, or write?
- Do you engage in activities that stimulate your mind?
- Do you share time with others in meaningful pursuits that nurture you?

To find your personal balance, look at how you spend your time and energy. Write down your main activities each day for a week or two. Then, add up the hours spent "for me" and the hours spent "for others." You might realize you would like to make more time for yourself, or give more to others. The goal is to decide what is most important to you, and balance your time and energy accordingly.

## SETTING LIMITS

One way of making sure you have enough

time and energy to take care of yourself is to begin setting limits. Setting limits takes practice, but the rewards are an increase in self-esteem and a greater sense of control over your own life.

What are some of the most common reasons we allow others to step over our limits?

- I feel uncomfortable saying "no"
- I'm afraid someone might be upset with me (family member, friend, co-worker)
- Their needs seem more important than mine at the time
- I like to avoid conflict

It is also important to know who we are and what we value. That way when we find ourselves in "fast-forward," we can hit "pause" and remember that what we do is secondary to who we are. Then we can focus less on our "to do" list and more on our "to be" list. Writing a Balanced Mission Statement that blends our spirit with the other aspects of our lives helps.

Begin thinking about your personal Balanced Mission Statement by looking at six key areas of your life:

- Work
- Family
- Friends
- Health
- Spirit
- Service

For each area, express in one or two phrases or a sentence what you value about that area or what you want to be in that part of your life. Then put these sentences or phrases together to form a Balanced Mission Statement. For example, "I want to contribute to a happy, loving, encouraging family and maintain a peaceful, secure home....to operate a profitable part-time business....to grow in God's wisdom and reflect this to others.....to encourage and mentor others, ....and I want to be strong in character and gentle in spirit."

As you think about each area, consider these questions:

**WORK** – Is this about income, an entrepreneurial spirit, security, sharing with others? Is it a creative or social outlet, a personal development opportunity, or the application of a gift or talent?

**FAMILY** – What do you value for your family – harmony, peace, quality time, love, respect, fun, communication, caring for others? What is important to you about your home – order, hospitality, comfort, joyfulness? Do you value quiet, peace and serenity, or activity, energy, and community?

**FRIENDS** – What value do you place on friends in your life? What kind of relationships do you want to have and what kind of friend do you want to be?

**HEALTH** – What value do you place on