

# WORK

# LIFE

## HOW TO:

# INTEGRATE LIFE AND WORK FOR PERSONAL AND PROFESSIONAL SUCCESS



## WORK-LIFE INTEGRATION

Creating a strict divide between work and life has become an impossible task, especially in recent times. Instead of completely separating the two, work-life integration aims to unify both personal and work life in ways that complement each other. It's an approach that creates synergies across your work commitments, family, community and personal well-being. Therefore, there is a synchronization of all aspects of your life. Examples of work-life integration have shown that individuals not only perform better but also have improved well-being

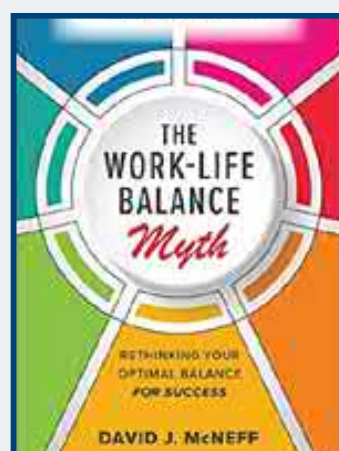
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## PERCIPIO RESOURCES

### Book: *The Work-Life Balance Myth: Rethinking Your Optimal Balance for Success*

This book is intended to reset the notion of work-life balance and propose that there is no possibility of balance in our lives. To chase balance between your work and family is futile. Instead, author David J. McNeff offers a new way of contextualizing your life and managing your stress: the Seven-Slice Method.

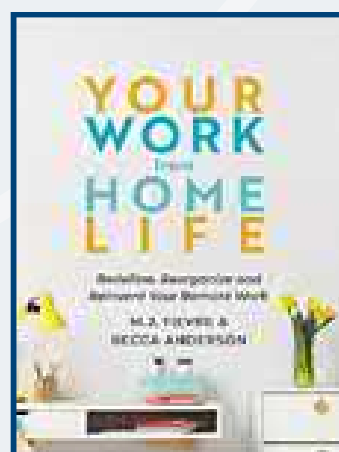
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### Book: *Your Work from Home Life: Redefine, Reorganize and Reinvent Your Remote Work*

This book will help you understand the pros and cons of working from home, learn to maintain strong bonds with your colleagues and learn how to handle an emergency or crisis. It will also allow you to help your managers by prioritizing and staying focused and on task in order to meet pressing deadlines.

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### Course: *Expert Insights on Work/Life Balance*

When work demands increase, the life side of the work-life balance scale drops. Fortunately, you can take back control of your life and still give your best at work. Isn't it time to find the right balance?

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## KEY STRATEGIES

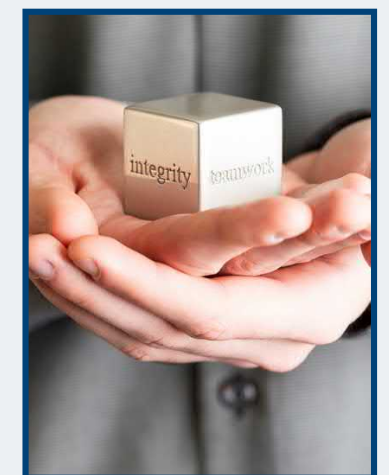
- Make a habit of asking yourself as an ongoing exercise to recalibrate and make adjustments as you grow in your career: What is my time worth? Are there things that I want to spend my time on? What wasn't worth my time?
- Prioritizing effectively allows you to understand the difference between being busy and being productive.
- Prioritizing needs you to be realistic and honest with yourself about what is on your plate, what are the expectations that you have to meet in work and life, what support you have to in work and in your personal life and, what you need to reduce or step back from.
- Know your village. Be realistic about who is your support system at work and in life and what does that support look like.
- Ask yourself- are you actually available? Sometimes we need to be vulnerable and ask for help, adjustments and support from colleagues to uphold our work life integration.
- The pandemic blurred boundaries between work and life and a cultural shift in how we think about productivity, access and responsiveness. A hybrid work environment requires an intentional commitment to balance between our need for social interactions and flexibility to do our best work.
- It is important for leaders to be seen as whole people who are authentic and transparent about how they balance and set their priorities and integrate their work and life. This establishes trust and deepens a sense of belonging for everyone on the team.

## ADDITIONAL READING

### Article: *11 Ways to Achieve True Work-Life Integration*

Members of the Young Entrepreneur Council offer advice on how to achieve work-life integration rather than work-life balance.

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### Article: *A Working Parent's Survival Guide*

Executive coach and author Daisy Dowling recommends five powerful strategies to mitigate the challenges faced by working parents.

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