

Work/Life Integration Tips and Tricks

Key takeaways for successful balance—inside of work and out

Prioritize Yourself

1. Set your boundaries and stick to them. Block your calendar for your personal time and take your PTO—it's important to recharge.
2. Be present—whether at work or home. Give your full attention and set aside time to disconnect from your phone and email.
3. Exercise your “no” muscle. Like everything else, it gets stronger with repetition.
4. Seek mentors, attend industry meetings, serve on boards, and embrace new opportunities to enhance your knowledge and support network—you'll not only grow, you'll become a go-to resource.



Utilize Tools and Plan Ahead

5. Leverage and embrace technology to streamline work and increase efficiency. Apps like Todoist can help you stay organized.
6. Utilize car time! Use your drive to catch up with people through phone calls.
7. Take advantage of resources and programs provided by your employer, like online mental health services, mindfulness webinars, or even retirement planning.
8. Simplify meal planning by choosing 1-2 meals that you repeat each week. For example, “Taco Tuesdays.”

Mindset is Everything

9. Live with an attitude of gratitude; consistently recognize and appreciate the positives in life, and express appreciation for others. Trust is key in business relationships.
10. Be an active listener. When new to an industry or organization, avoid the urge to perform immediately. Gather information, learn the culture, and wait for the right time to share your ideas.
11. Stay focused on yourself both professionally and personally—comparison is the thief of joy.
12. Be well-prepared and engaged. Curiosity drives growth and innovation. Humility fosters positive relationships.

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Unlock the Power of AI in Your Daily Life and Work

AI can be an amazing tool to streamline various aspects of your life inside of work and out. As Elizabeth shared in the recent webinar, she challenged herself to explore AI's potential over several months, discovering both its strengths and limitations for her life and work style. Here are some insights from her experience:

AI Tools Elizabeth Enjoyed:

Personal Workouts:

AI-driven fitness apps can create customized workout plans, track progress, and adjust routines based on performance and goals.

Vacations:

Planning trips becomes seamless with AI. It can suggest activities, dining options, and accommodations tailored to your preferences and budget.

Email Communications:

AI can streamline email management by sorting messages, drafting responses, and scheduling follow-ups, making your inbox more manageable.

Performance Reviews:

AI tools can analyze employee performance data, provide unbiased feedback, and help managers prepare comprehensive performance reviews.

Research on Recent News–Market Insights:

AI can quickly gather and analyze the latest market trends, financial news, and competitive insights, giving you a strategic advantage.

AI Tools Elizabeth Found Less Useful:

AI-generated meal plans might not cater to individual tastes or dietary restrictions as effectively as personalized planning.

AI might not always provide accurate or comprehensive historical information, making traditional research methods more reliable in some cases.

Grocery Shopping: AI-assisted grocery shopping can sometimes miss the mark on preferences or specific brand choices.

Give AI a Try!

Explore AI tools in different aspects of your life to see what works best for you. Remember, what works for one person may not work for another, so it's worth experimenting to find what suits you best. Whether it's enhancing productivity at work or making personal tasks easier, AI offers a wide range of possibilities. Let us know if you discover a new way to utilize AI in your day-to-day activities!

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Book Recommendations

LEAN IN: WOMEN, WORK, AND THE WILL TO LEAD

By: SHERYL SANDBERG

THE THIN LINE BETWEEN CUPCAKE AND *ITCH: TAKING ACTION, DRIVING CHANGE, GETTING RESULTS

By: JONI WICKHAM

ATTENTION PAYS: HOW TO DRIVE PROFITABILITY, PRODUCTIVITY, AND ACCOUNTABILITY

By: NEEN JAMES

DARING GREATLY: HOW THE COURAGE TO BE VULNERABLE TRANSFORMS THE WAY WE LIVE, LOVE, PARENT, AND LEAD

AUTHOR: BRENE BROWN

THE DIARY OF A CEO: THE 33 LAWS OF BUSINESS AND LIFE

AUTHOR: STEVEN BARTLETT

UNREASONABLE HOSPITALITY: THE REMARKABLE POWER OF GIVING PEOPLE MORE THAN THEY EXPECT

AUTHOR: WILL GUIDARA

NOBODY CARES ABOUT YOUR CAREER: WHY FAILURE IS GOOD, THE GREAT ONES PLAY HURT, AND OTHER HARD TRUTHS

AUTHOR: ERIKA AYERS BADAN

SHE THINKS LIKE A BOSS : LEADERSHIP

AUTHOR: JEMMA ROEDEL

