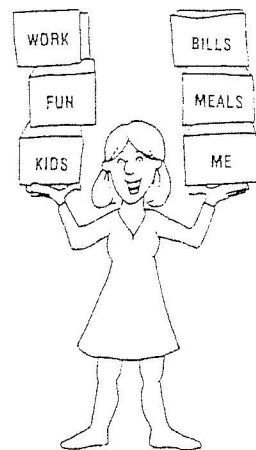


# Juggling vs. Balancing



Women today often have an overwhelming list of responsibilities. Even though a large number of women are now also employed *outside* of the home, they have not given up their traditional *full-time* responsibilities *inside* the home. For these women, it has become more difficult to maintain a BALANCE in their lives. Day after day, they JUGGLE these added responsibilities at work *and* in the home, often becoming distressed and dissatisfied with many or all of their life roles.



Below is a typical list of responsibilities and/or activities with which women may be involved. Read and check off those that apply to you, then refer to the balance basics for helpful ideas!

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Meal preparation | <input type="checkbox"/> Necessity shopping           | <input type="checkbox"/> Career / job tasks at work | <input type="checkbox"/> Charity activities   |
| <input type="checkbox"/> Menu planning    | <input type="checkbox"/> Plant care                   | <input type="checkbox"/> Career / job tasks at home | <input type="checkbox"/> Sports activities    |
| <input type="checkbox"/> Dishes           | <input type="checkbox"/> Car maintenance              | <input type="checkbox"/> Commute time               | <input type="checkbox"/> Television           |
| <input type="checkbox"/> Housecleaning    | <input type="checkbox"/> Budgeting                    | <input type="checkbox"/> Exercise / fitness         | <input type="checkbox"/> Music                |
| <input type="checkbox"/> Laundry          | <input type="checkbox"/> Parent-Teacher meetings      | <input type="checkbox"/> Work / business travel     | <input type="checkbox"/> Reading              |
| <input type="checkbox"/> Grocery shopping | <input type="checkbox"/> Car-pooling                  | <input type="checkbox"/> Pleasure travel            | <input type="checkbox"/> Cultural arts        |
| <input type="checkbox"/> Yard work        | <input type="checkbox"/> Calendar scheduling          | <input type="checkbox"/> Family outings             | <input type="checkbox"/> Hobbies              |
| <input type="checkbox"/> Home maintenance | <input type="checkbox"/> Doctor appts. - self/kids    | <input type="checkbox"/> Special events planning    | <input type="checkbox"/> Computer work / play |
| <input type="checkbox"/> Pet care         | <input type="checkbox"/> 1:1 with family members      | <input type="checkbox"/> Grooming                   | <input type="checkbox"/> Singing              |
| <input type="checkbox"/> Decorating       | <input type="checkbox"/> Taxes                        | <input type="checkbox"/> Bathing                    | <input type="checkbox"/> Dancing              |
| <input type="checkbox"/> Entertaining     | <input type="checkbox"/> Necessity phone calling      | <input type="checkbox"/> Dressing                   | <input type="checkbox"/> Movies               |
| <input type="checkbox"/> Bills            | <input type="checkbox"/> Trash collection / recycling | <input type="checkbox"/> Eating                     | <input type="checkbox"/> Alone time           |
| <input type="checkbox"/> Care of children | <input type="checkbox"/> Time with friends            | <input type="checkbox"/> Sleeping                   | <input type="checkbox"/> _____                |
| <input type="checkbox"/> Care of parents  | <input type="checkbox"/> Classes                      | <input type="checkbox"/> Volunteer work             | <input type="checkbox"/> _____                |
| <input type="checkbox"/> Care of spouse   | <input type="checkbox"/> Homework / assignments       | <input type="checkbox"/> Church / synagogue         | <input type="checkbox"/> _____                |
| <input type="checkbox"/> Care of others   | <input type="checkbox"/> Seminars for career / job    | <input type="checkbox"/> Community involvement      | <input type="checkbox"/> _____                |

WOW! What a list! Chances are you checked off a lot of these and are *now* feeling very overwhelmed ... "How can I ever do all of this?" ... you may ask.

Now read the following "BALANCE BASICS" for survival tips and lifestyle changes you can make to help you cope on a day-to-day basis.

- ☺ Prioritize - you need to get back in touch with what is truly necessary and important to you. Remember, it's OK to say "no" when you need to.
- ☺ Re-establish your value system - many decisions about how to spend your time will be guided by your values.
- ☺ Set daily/weekly/monthly goals - to keep yourself focused and on track! Remember to write them down and post them in a visible place.
- ☺ Delegate whenever possible - involve family members, friends, co-workers, etc. in jobs / activities that do not exclusively need to be done by you.
- ☺ Organize your work and home environments - you will spend less time looking for things and more quality time doing things!
- ☺ Change your expectations about the number of tasks you can cram into one day - remember balance involves allowing time daily for rest & relaxation too!
- ☺ Take a mental inventory of all the reasons why you work outside of the home - try to view your decision to work as a "choice".
- ☺ Keep communication lines open - with kids, spouse / significant other, boss, co-workers - your feelings, needs and wants can be known and respected!
- ☺ Maintain a positive mental attitude and sense of humor and flexibility - most difficult situations can be worked through if you keep your wits about you!
- ☺ Plan for leisure/play time, alone and with others - it won't just happen on its own with a schedule this busy! - the same for exercise!
- ☺ Find ways to eat nutritiously, yet cut back on grocery shopping and meal preparation time - hire someone to help! Involve older children too!
- ☺ Manage laundry - find a pick-up and delivery service / hire help / do 1 or 2 loads a day / each family member does own laundry / set a routine!
- ☺ Make use of "waiting-in-line, waiting room, and traffic jam time" - keep small tasks with you to do when these situations arise!
- ☺ Use one central calendar - for meal planning, bills, appointments, events, schedules, responsibilities - an excellent way to organize all household goings-on.
- ☺ Remember to respect yourself - make healthy choices and changes as needed to keep you in balance day after day. Pace yourself. Enjoy life!

## Juggling vs. Balancing

### I. PURPOSE:

To increase role satisfaction of women by learning to achieve life balance.

To identify specific lifestyle changes that women can make to bring about this balance.

### II. GENERAL COMMENTS:

Many women are caught in the "superwoman syndrome" trap – trying to *do it all* – and eventually feeling like doing *nothing* because of burnout. They continually *juggle* an overwhelming list of responsibilities and activities, functioning *out-of-balance* much of the time. This ongoing struggle usually leads to stress, frustration, fatigue and dissatisfaction with many or all life roles.

### III. POSSIBLE ACTIVITIES:

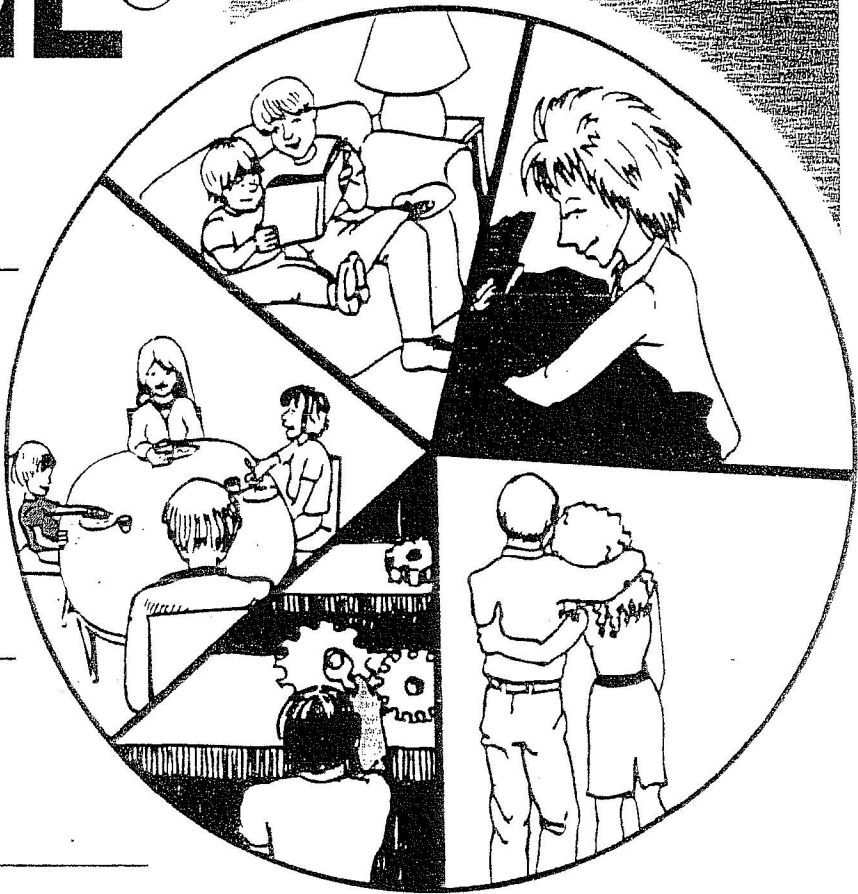
- A. 1. Distribute handouts to all group members, first reviewing concept of BALANCE as opposed to JUGGLING.
2. Instruct group members to complete handout by checking off those responsibilities/activities they currently are juggling. Then, ask them to mark the BALANCE BASICS that they are willing to put into action to improve role satisfaction.
3. Allow 15-20 minutes for completion and then reconvene as a large group for discussion of responses.
4. Process group by asking group members to (1) identify three BALANCE BASICS they plan to use and (2) identify benefits of this activity.
- B. 1. Discuss with group the concept of BALANCE as opposed to JUGGLING.
2. Brainstorm on chalkboard a list of responsibilities/activities that group members have at home and work.
3. Emphasize that sometimes women need to learn more effective time management and assertive skills to achieve balance, whereas other times they actually need to reduce or change life roles.
4. Prior to group, prepare 15 index cards with one BALANCE BASIC written on each. Taking turns, ask group members to randomly choose a card from the deck and respond by (1) stating whether they currently use this tip; (2) whether they plan to use it in the future to assist with balance; and/or (3) how they plan to implement it.
5. Continue until all BALANCE BASICS have been discussed.
6. Distribute handouts to all group members and instruct all to complete as a means of personalizing this activity.
7. Process benefits of achieving balance in life roles and responsibilities.



# Roles

My roles:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



Choose one role: \_\_\_\_\_

Things I do well within this role. FOCUS ON POSITIVES!	Things I don't do well within this role. ROOM FOR CHANGE!
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	



## → ROLES ←

### I. PURPOSE:

- To acknowledge one's present roles in life.
- To focus on what one does well within these roles.
- To recognize areas of improvement within these roles promoting role satisfaction.

### II. GENERAL COMMENTS:

A role can be defined as a position that one holds in life which constitutes a portion of his/her self-image. Identity and satisfaction lie within how one feels within these roles. Attempts can be made to improve role satisfaction.

### III. POSSIBLE ACTIVITIES:

- A. 1. Prepare a game by cutting up slips of paper and writing hypothetical roles on each, e.g., sister/brother, father/mother, worker/student/volunteer, friend.
- 2. Game proceeds as follows:
  - a. one group member chooses a paper from the "hat" and describes things he/she does well within that role and things that he/she does not do well within that role.
  - b. if role does not apply to him/her presently, ask the individual if he/she would like to have this role. The group member can then discuss what positive attributes he/she would bring to this role and areas he/she would need to work on.
  - c. if he/she does not wish to address the one chosen, the group member may choose another role from the "hat."
  - d. game continues with each group member having a turn.
- 3. Process need for role satisfaction.
- B. 1. Encourage group members to complete the handout and give to the facilitator.
- 2. Read from the handouts and encourage others to guess the author.
- 3. Process need for role satisfaction.