**SOME CONSIDERATIONS FOR BALANCING PROFESSIONAL AND PERSONAL RESPONSIBILITIES**

*“Jobs in educational leadership are jealous lovers---they want your heart and soul.” From Kevin Skelly, Superintendent of San Mateo Union H. S. District.*

It is not true that you have to compromise your personal life to be a professional success. What is true is **you must master balance in your life** to be successful. Be open about your needs. A lack of balance will damage your health, undermine important relationships, and prevent overall happiness.

It is better to **do a few things well** than more things poorly.

**Focus** the majority of your time on what really matters, what moves the needle. This helps to determine whether you are the leader of your organization or the head-manager.

Be true to your priorities. **Prioritize your responsibilities**; i.e. spiritual, family, health, and work. If your actions do not match what you really believe and say, you are headed for trouble.

Take a few minutes before each meeting you schedule and important phone call you make and **determine what you want to have happen.**

**Let go of perfectionism.**

As the leader of your staff, consider implementing these **employee work -culture options:** flexible hours, work from home, compressed work weeks, job-sharing, child-care support, etc.

**Calendar personal events** just like you do professional obligations.

**Make your personal health a priority** by getting a complete annual physical exam, drink plenty of water every day, try to get seven hours of sleep per night, do some type of workout of at least 30 minutes five times per week, and eat nutritious foods.

**Start and end your *regular* days at a fixed time** and stick to these times.