

PERSONAL vs. PROFESSIONAL RESPONSIBILITIES

“Imagine life as a game in which you are juggling five balls in the air. You name them---work, family, health, friends and spirit and you’re keeping all of these balls in the air. You will soon understand that work is a rubber ball. If you drop it, it will bounce back. But the other four balls are made of glass. If you drop one of these, they will be irrevocably scuffed, marked, nicked, damaged, or even shattered. They will never be the same. *You must understand this and strive for balance in your life.*

From Brian Dyson, former Vice Chairman of Coca-Cola

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 that **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 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 yearly physical exam, drink plenty of water every day, get seven hours of sleep per night as a minimum, 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.