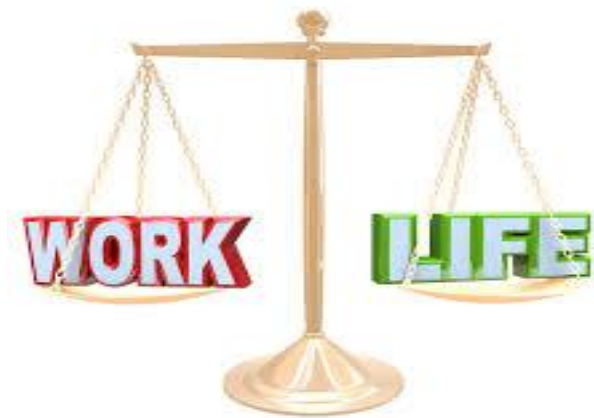




ANGUILLA PUBLIC SERVICE ADVISORY LEAFLET

Achieving Work-Life Balance



Department of Public Administration Ref:

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Organisations today cannot afford to ignore the issue of work-life balance. Achieving a suitable balance between work and daily living is, undeniably, an ongoing challenge faced by officers in the Anguilla Public Service (APS). The increase in mobile technology, cloud-based software and the proliferation of the internet has made it much easier for employees to be ‘permanently’ at work, blurring the distinction between professional and personal. The decisions, policies, values and expectations in the APS should support employees in their work-life balance choices.

What is work-life balance?

Work-life balance is a concept that supports the efforts of employees to split/properly prioritise their time and energy between work (career and ambition) and other important aspects of their lives such as family, friends/community and self (personal growth, self-care and other personal activities).



As Jana Kingford aptly stated, ‘Balance is not something you find. It is something you create.’

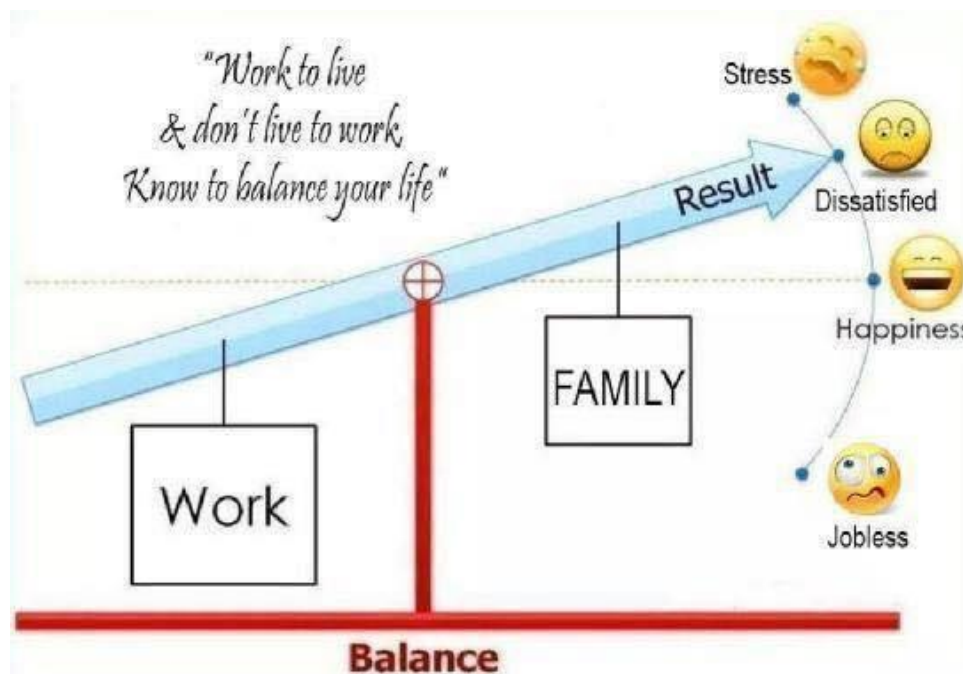


The best work-life balance will be different for each individual. Individual work-life balance will vary over time affected by factors such as gender, age group, marital status, if you have children, stage of career, monthly income etc



If your work-life balance is:-

- ✚ good, be sure to do what you can to guard that balance.
- ✚ teetering on the edge, it is critical to make the necessary changes before the problems overwhelm you.
- ✚ out of balance, take immediate action to make changes in your work and your life before things start crashing around you!



What can the organization do to support the creation of a better work-life balance for the individual?

The Anguilla Public Service has to be concerned with positive retention, higher productivity, attitude/morale, great customer service and ongoing employee commitment, all of which will generate exceptional levels of service. The APS should, therefore, promote an organizational culture that supports work-life balance:-

- Look at the amount of time employees spend at work.
- Institute policies, procedures, actions and expectations (communication etc) that enable employees to easily pursue more balanced lives.
 - EAP or Education Programmes to ensure individuals have the work-skills/skill sets to ensure success on and off the job.
 - Flexible work policies – flexi time options:- vary start and finish times, time off in lieu (TOIL), compressed working week, term-time working, part-time working, job share, career break –sabbatical.
 - Reinforce through better communication what the APS is already doing re benefits, procedures and policies and post on website. For example the APS already provides for health insurance.
- Provide employees with the flexibility to address personal commitments without compromising the needs of the organization.
- Implement wellness initiatives
- Organise family events and activities.

What can Managers do to help the individual/officer and themselves create a better work-life balance?

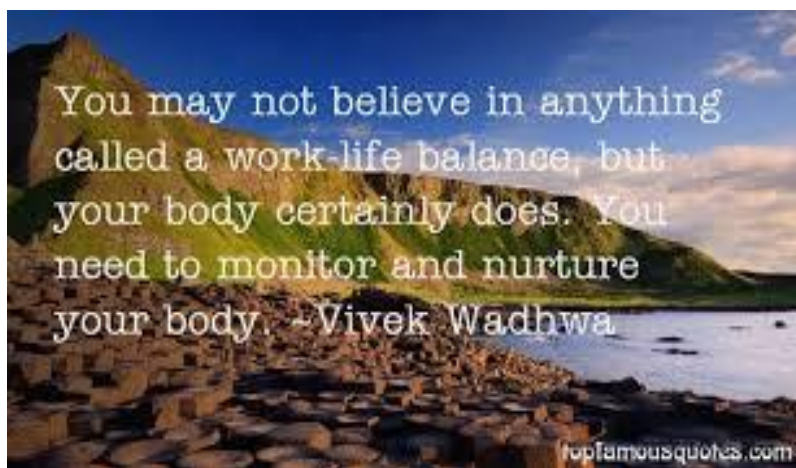
This is largely a function of management style:-

- Model appropriate behavior re the pursuit of work life balance in their own lives.
- Support employees in their pursuit of work-life balance.
- Create a work environment in which work-life balance is expected, enabled and supported.
- Ensure that officers have an appropriate workload.
- Practice effective delegation
- Avoid contacting officers on vacation leave unless it is truly an emergency.

What can individuals/officers do to create their own suitable/best work-life balance?



- Define what success means to you understanding that this definition can evolve over time.
- Focus on individual responsibility, accountability and action.
- At work ensure that you not only achieve –get things done but enjoy what you do.
- Manage communications technology wisely. Technology exists to make life easier not to rule it!
- Focus on things that are important and eliminate extraneous activities.
- Examine the amount and quality of devoted to leisure (socializing with friends and family, hobbies, games, computer and television use etc).
- Gauge the amount of time spent on personal care (eating healthily, sleeping, exercising etc).
- Monitor and nurture your body.



- Build professional and personal support networks.

Make the achievement of work-life balance your choice today!

We welcome your feedback, comments and suggestions.

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.....We are listening!



