

Leadership Competency Development Guide

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Work/Life Balance

MAINTAINING A HEALTHY AND PRODUCTIVE BALANCE BETWEEN WORK RESPONSIBILITIES AND LIFE OUTSIDE OF WORK.

Did You Know? Aggregate data from SIGMA’s web traffic analysis indicates that Work/Life Balance is the third most clicked-upon skill in SIGMA’s **Leadership Competency Framework**.

Development Activities

On the Job	<ul style="list-style-type: none"> ▪ Evaluate your current work/life balance. How well can you disengage from work at the end of the day? How much energy do you have to pursue non-work activities? How present are you for family and friends? Pick one area where you see room for improvement and set yourself a small goal to work on over the next month. ▪ Set healthy work/life boundaries. For example, decide the times of day when you will check emails or allow yourself to think about issues at work. Avoid bringing work-related tasks or concerns into personal time and vice versa. ▪ <i>If you are a leader</i>, set a good example for your team. Make a point of leaving work on time and share how you spend your evenings and weekends so that your direct reports see that you have a life outside of work. Keep off email when on vacation. ▪ Take regular breaks. Incorporate breaks throughout the workday to recharge. ▪ Practice time management techniques to optimize productivity. Prioritize tasks, delegate when possible, and focus on essential activities. ▪ Learn to say no. Understand your limits and learn to say no to excessive work demands or nonessential commitments that may infringe on your personal life. ▪ Engage in activities that promote physical and mental well-being, such as exercise, meditation, hobbies, or spending time with loved ones. Taking care of yourself is crucial for maintaining balance and avoiding burnout.
Coaching	<ul style="list-style-type: none"> ▪ Meet regularly with a coach to plan on-the-job development activities and receive feedback and support for your work/life balance.
Self-directed	<ul style="list-style-type: none"> ▪ Hold informational interviews with managers in your organization to learn what works for them; ask how they develop and maintain balance in their work and life.
Group Training	<ul style="list-style-type: none"> ▪ Attend an informational lunch and learn session. ▪ <i>If you are a leader</i>, hold a meeting with your team on the topic of work/life balance. Encourage your team to do their best at work and also take their evenings, weekends, and vacations to recharge with their family, friends, and hobbies. Explain your expectations for work/life balance agreements, boundaries, and exceptions. ▪ <i>If you are not a leader</i>, speak with your manager about work/life balance and encourage him or her to hold a meeting such as the one described above. ▪ <i>If you are a leader</i>, invite your team and their families to a family-friendly event. This can be done annually, bi-annually, or seasonally.

Resources

Leadership Series	SIGMA's Leadership Series provides additional information about the importance of each competency, as well as practical tips and tricks for development. Download the Leadership Series for Work/Life Balance here: Great Leaders Have Balance .
Articles and Books	<ul style="list-style-type: none"> ▪ Work-Life Balance is a Cycle, Not an Achievement. ▪ How to Improve Your Work-Life Balance Today. ▪ What does work-life balance mean in a changed work world?
Videos	<ul style="list-style-type: none"> ▪ 3 Rules for Better Work-Life Balance. ▪ Can we all "have it all"? ▪ How to Make Work-Life Balance Work.
Podcasts	<ul style="list-style-type: none"> ▪ The 5AM Miracle with Jeff Sanders. ▪ The Good Life Project by Jonathan Fields.

SIGMA Can Help

Since 1967, SIGMA has helped thousands of organizations across North America develop their people potential and increase organizational effectiveness. Explore our assessments, coaching, and consulting services below, and contact us if you would like to speak about creating a custom plan for your organization.



[Leadership Skills Profile – Revised™ \(LSP-R\)](#)

Take our flagship leadership assessment to see how you score on "Work/Life Balance."



[High-Potential Talent Development](#)

Use SIGMA's scientifically validated, industry-tested tools to give your talent development a strong start.



[Coaching with a SIGMA Consultant](#)

Participate in one-on-one coaching with SIGMA's expert consultants.

Speak with a Consultant



If you would like to speak with a consultant about what work/life balance looks like for you, contact us today. We are happy to share what we've learned from client experience and talk about the specific needs of your organization and your team. Give us a call! We're always happy to chat.

[1.800.401.4480 ext. 233](tel:18004014480)

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