

The background features a white space with several colorful circles and dashed lines. In the top left, there is a large teal circle with a white center, a smaller teal circle, and a dashed teal circle. In the top right, there is a large lime green circle, a smaller green circle, and a dashed green circle. In the bottom left, there is a large green circle with a white center, a smaller yellow circle, and a dashed yellow circle. In the bottom right, there is a large orange circle, a smaller pink circle, and a dashed yellow circle. A large yellow circle is also present in the bottom right. A dashed blue line curves across the page, connecting the circles.

# The Myth of Work-Life Balance

**2016 Women in Leadership  
January 22, 2016**

A decorative graphic featuring a large, light blue dashed circle that frames the central text. Various colored circles and arcs are scattered around the page: a large lime green circle at the top left, a teal arc at the top center, a yellow circle at the top right, an orange circle at the bottom left, and a yellow circle at the bottom right. Smaller circles in green, blue, orange, and pink are also present. A teal circle containing white quotation marks is positioned above the main text.

“

**“So there’s no such thing as work-life balance. There’s work and there’s life and there’s no balance.”**

# Sheryl Sandberg



**COO, Facebook**

# YOUR TYPICAL WEEK?



- Family
- Work
- Church
- Philanthropy
- Housework
- School
- Recreation
- Sleep

# WHO ARE YOU?



The background features several overlapping circles in various colors including orange, yellow, pink, green, and teal. Some circles are solid, while others are dashed. A large, light blue dashed circle is centered in the upper half of the page, containing the number '1.'. The overall design is modern and abstract.

1.

**Get comfortable with not achieving work-life balance.**

**Holding onto belief in this myth will only make the tasks at hand seem more difficult.**



**LET  
IT  
GO!**

**Our obligations are constantly changing!**





The background features several decorative elements: a large orange ring in the top left, a yellow circle below it, a pink circle below that, a green circle with a dashed border in the bottom left, a large green circle in the top right, a yellow circle with a dashed border below it, a large blue ring in the bottom right, and a teal circle with a dashed border in the bottom right. A large, light blue dashed circle is centered in the upper half of the page.

2.

## Focus on more effective time management.

It will take careful planning, but managing your time  
is a goal that is absolutely achievable.

## Time Management Tip #1

### **Do a time audit.**

Look at your full schedule for one week and be cognizant of exactly where your time is going, both on weekdays and weekends.



## Time Management Tip #2

### **Have a plan.**

Take the first 30 minutes of every day to plan out your day. The most important time of your day is the time you schedule to schedule time.



## Time Management Tip #3

# Think for success.

Take 5 minutes before every task and decide what results you want to attain. This will help you determine what success looks like before you even start.



## Time Management Tip #4

# Have the right tools.

Always have a notebook – whatever your version of that may be. You may have a brilliant idea, but if you can't remember it later, it's worthless.



**“I think the number one thing I take with me while I’m traveling is the notebook. I could never have built the Virgin Group into the size it is without those bits of paper. If you have a thought but don’t write it down, by the next morning it may be gone forever.”**



**Richard Branson**  
**Founder of the Virgin Group**

## Time Management Tip #5

# Identify “time suckers”.

Determine anything that causes a regular, repeated drag or drain on your time. This could include technology, workflow issues or people.



## Time Management Tip #6

### **Set limits.**

Self discipline is the true key to successful time management. If you know certain tasks run far longer than they should, set a timer to eliminate the issue.





**“If I was building a character in a business video game and I had 10 character points to distribute, I’d put three of them into intelligence and seven of them into self-discipline.”**



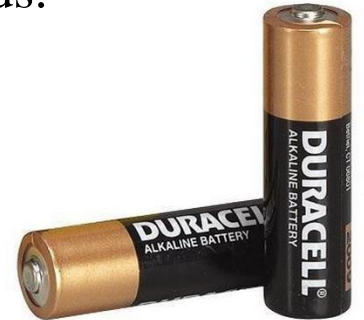
## **Andrew Mason**

**Co-Founder and Former CEO of Groupon**

## Time Management Tip #7

# Recharge.

Take mini breaks (just a few minutes each) throughout the day to recharge and refocus. These will pay HUGE dividends.



## Time Management Tip #8

### **Clock out.**

End your working day at a fixed time. You could have 2 finishing times – one for an ideal day and one for the drop dead last latest time you won't work past.





## Time Management Tip #9

### **Just say “no”.**

You only have 24 hours in your day. Constantly remind yourself that saying “yes” to taking on a new task means saying “no” to something else.



**JUST  
SAY  
NO**

**“The difference between successful people and very successful people is that very successful people say “no” to almost everything.”**



## **Warren Buffett**

**American Business Magnate, Investor & Philanthropist**

## Time Management Tip #10

### **Accept reality.**

Remember that it is impossible to get everything done. Set achievable goals and rid yourself of the stress and guilt that you associate with not reaching the “end”.



**“My day ends when I am tired and ready to go home, not when I’m done. I am never done. There is always more to be done, more that should be done, always more than can be done.”**



**Andy Grove**  
**Former Intel President**



3.

**Share this insight with other professional businesswomen.**

**Debunking the work-life balance myth isn't going to be easy...but you can help.**



**“You can always tells who the strong women are.**

**They are the ones you see building one another up  
instead of tearing each other down.”**





## Questions?

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