



Achieving the Elusive Work/Life Balance

Many forty something director's and supervisors, in recent years, are concerned with the roller coaster life style work and family is posing. Although we think we have things under control, we often may feel that we are sacrificing our life to our work. Many of us are beginning to think about how to develop ourselves as a person. We imagine a future of good health into old age, deeply fulfilling relationships and a legacy.

Such a desire may seem like a pipe dream, but it is worth stepping back and finding out what such a personal journey would entail:

First, identify your ideal self. This is the person you want to be. It is not some-

one else's vision of you, but your own hope's for yourself.

Second, confront your true self, including your strengths and challenges. Part of this exercise is checking whether your strengths are becoming liabilities.

Next, run through this exercise:

1. **Imagine that you have the capacity** to do any job well., that you have the credentials and you are free of financial obligations and other responsibilities for a year.
2. **List up to ten jobs** you'd love to try.

Consider a wide range of work, outside of your

normal realm.

3. **Pick three of them** that seem the most exciting or rewarding. Describe each in writing, including what you would most enjoy.

4. **Sometimes a fantasy job** I the one you most want to do. Sometimes it is not so much the job as the working conditions, such as being outdoors, or working with certain materials or in a particular industry. As you read your descriptions, do certain themes jump out at you? How are these jobs similar? Do you see results common to each? Write it down.

5. **Sleep on it,** then make a plan.

Adapted from Resonant Leadership
Boyzatis & McGee, Harvard Business School Press

Slow Down and Wait For Other To Catch Up

Although the workplace seems like an optimal place for speed, having a little patience goes a long way. As a director, or a supervisor, you are already far ahead of everyone else. You have to realize that you are

where you are because you are moving at a pace that I much faster...you need to learn how to wait for others to catch up with you. Getting frustrated with employees is not going to get the job done any sooner,

and good a executive understands that not everyone is moving at the same speed. The most important thing is that the work gets done and it is done well.

Adapted from There's No Elevator At the Top. Umesh Ramakrishnan, Portfolio

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Can You Learn to Stay Calm?

Everyone craves a stable leader, the steady hand, the reassuring voice. People view calm individuals as less neurotic than jumpy ones, which is a function of genetics. You can cultivate an even temperament. You are either calm or you can learn to be calm. "Genetically identical people can give very different outward impressions because they think differently, they regulate their emotions differently", says James J. Gross, a psychology professor at Stanford.

Between the "a" of the antecedent and the "c" of the consequences is "b" for belief. You can believe that the world is stacked against you or that you regulate your reactions. Gross offers five tactics:



1. **Avoid the situation.** Steer clear of the trigger.
2. **Modify the situation.** Change your routine or environment so that the bad set of circumstances rarely or never present itself.
3. **Re-deploy your attention.** When you are forced to operate in the triggering

environment, distract yourself.

4. **Go for cognitive change.** Dismiss the triggering person or situation as unimportant or no longer relevant.
5. **Repress it.** Focus on controlling your behavior, such as keeping your face still, not blinking, unclenching your teeth or fists, and not twitching or pumping your leg.

George Washington cursed a blue streak as a young man but controlled his temper thorough force of will, turning his worst fault into his greatest strength. On the other hand, FDR remained a cool customer. They were both great leaders. Adapted from "Never Let them See You Sweat", Zernike, The New York Times

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business.

Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an

advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the



Caption describing picture or graphic.

article. Be sure to place the caption of the image near the image.

Buff Up Your Emotional Intelligence

Yale psychologists, found that the ability to think dispassionately about your own passion is linked with success. This finding opened up a whole new field: emotional intelligence.

Many in the real world needed an interpreter, who turned out to be Daniel Goldman, author of *“Emotional Intelligence: Why It Can Matter More Than IQ”*.

“Being a “tough person” no longer is a winning strategy in organizations,” Goldman says now. “It works in the early days of a start up or when people do not have other choices, But even then it does not work all that well.”

As smart, well educated people move up

the ranks, their emotional qualities begin setting them apart. Unfortunately, poor empathy and self-management may not become apparent until leaders rise to leadership positions, where their inability to control their emotions can create havoc.

What to do? The answer seems to lie in something called “mindfulness”, which means becoming more aware of your thoughts and actions.

“Leaders who make the best decisions,” he says, “are those who spend time by themselves reflecting. Meditation helps one get into the mode of mind where the background information processing, which is the wisest part of the mind, can

rise and to the surface , and you get the ‘aha’ of decisions you have been pondering.

Lesson: Set aside time to reflect. Do a little reading on the subject, and be mindful of others.

___Adapted from :*Tea and Empathy with Daniel Goldman,* Lawrence M. Fisher, strategy + business.



Need Candid Answers? Try Small Forums

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The ultimate question about conscientious leadership must always rise is, “is it right? —

Martin Luther King

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Caption describing picture or graphic.



Southern Early Childhood Association

Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com

Your business tag line here.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.



Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard

products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.