

Maintaining Work Life Balance, Productivity and Mindfulness at Work

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Welcome!



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- Based in Dublin, Calif.
- 20 years experience in human resources
- Leads a team dedicated to compliance, workplace investigations and challenging employee relations issues
- Experience implementing and managing HR programs to include policy development, performance management, compensation, recruitment and retention, learning and development, coaching and M&A activity

The Fine Print

This presentation is for educational purposes only. TriNet provides its clients with legally compliant HR guidance and best practices. TriNet does not provide legal, tax, or accounting advice.

Agenda

- Meet our presenters
- What is work-life balance
- Productivity hurdles
- Mindfulness at work
- Q&A



Subject Matter Expert



Angela Dunn
TriNet

Angela Dunn

Human Resources Consultant, TriNet

- Based in Las Vegas, Nev.
- 15 years experience in human resources
- PHR Certified
- Provides compliance and employee relations support to the Client Services team and TriNet clients

Subject Matter Expert

Gabriella Neubert

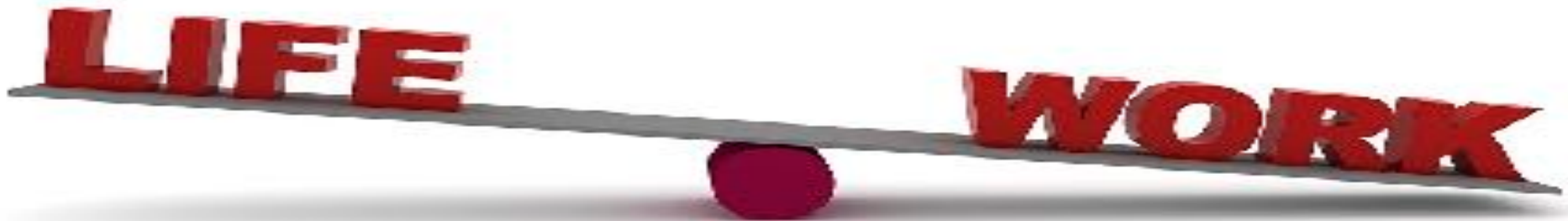


Gabriella Neubert
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- Gabriella Parente-Neubert (MLHR, PHR, CLC) is a Senior Human Resources Consultant at TriNet HR Corporation. Gabriella has authored several HR courses for LinkedIn and published 2 books; **PHR/SPHR Professional in Human Resources Certification Practice Exams, 2015** and **aPHR Associate Professional in Human Resources, 2017**.
- Gabriella is also a certified Life and Career Coach and a Gallup Certified Strengths Coach. Gabriella has over 15 years of strategic HR experience helping businesses maximize their human capital strength in various industries including technology, manufacturing, financial services, non-profit and education. She specializes in Organizational Development helping individuals, teams, and organizations reach their full potential with a niche in assessments and training.
- Gabriella and is a certified professional of the Society of Human Resources Management, holding her PHR, Professional in Human Resources certification. She received her B.S. in Psychology from Heidelberg University and her M.A. in Labor and Human Resources from The Ohio State University.

What is Work-Life Balance

- Work-life balance is the term used to describe the balance that an individual needs between time allocated for work and other aspects of life. Areas of life other than work can be, but are not limited to, personal interests, family and social or leisure activities.



Work-Life Imbalance

- Defining Work-Life Imbalance
- Consequences



Getting on the Right Track

- Strive for excellence not perfection
- Manage your work, don't let it manage you



Getting on the Right Track cont.

- Social Life
- Taking Time for YOU!

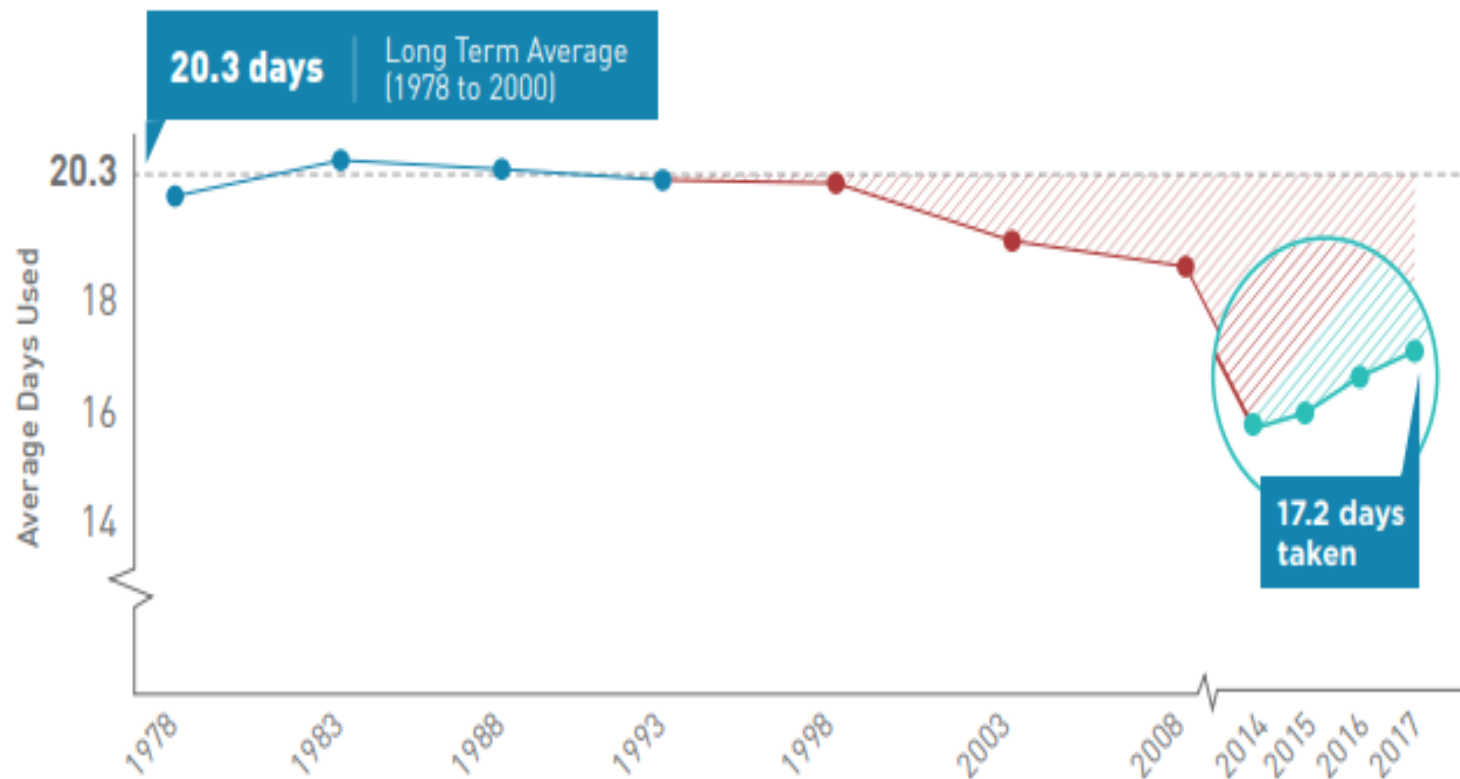
It's All About Me!

Weekends & Vacations

- Unplug!
- Boundaries
- Vacations



America's Vacation Trendline



<https://projecttimeoff.com/wp-content/uploads/2018/05/StateofAmericanVacation2018.pdf>

Workplace Barriers

Barriers to Travel	Unused Vacation Days Among Those Who Rank as Top Barrier
Fear Looking Replaceable	61%
My Workload is Too Heavy	56%
Lack of Coverage at Work	56%
My Pet	54%
The Logistical Hassles of Traveling	54%
Concerns About Security and Safety when Traveling	54%
The Cost of Travel	53%
My Child/Children	52%
Being Away From My Regular Routine	52%

<https://projecttimeoff.com/wp-content/uploads/2018/05/StateofAmericanVacation2018.pdf>

TriNet Survey

- 89% of all employees surveyed consider PTO important to their job satisfaction and count PTO packages as an important component when evaluation a new position.
- Duration of vacation time is critical it US workers. Generous vacation packages are no longer just considered a bonus; many see them as a necessity.
 - (49%) of respondents said that 2-3 weeks is the minimum amount of time they need to have off.

Importance of Work-Life Balance

A good work-life balance can enable managers to feel more control of their working life which turns into:

- Increased productivity
- Happier employees
- A more engaging and positive manager
- Greater employer loyalty

Promoting work-life balance as an employer benefits businesses by:

- Boosting your competitiveness
- Reducing staff turnover and minimizing recruitment costs
- Helping businesses become recognized as places that employees want to work, which helps attract top talent.

Common Elements of Quality of Work-Life

- Workload
- Mission & Vision
- Goal Planning
- Engagement
- Stimulation
- Productivity
- Tone at the Top
- Balance
- Commute



Examples of Promoting Work-Life Balance

- Telecommuting
- Flexible Schedules
- Gym Time
- Gift Certificates



How to Give Employees More Work-Life Balance

- Be a good role model
- Encourage Flexibility
- Measure results, not time at a desk

<https://www.officevibe.com/blog/complete-guide-work-life-balance>

The Importance of Work-Life Balance to Employees Today

- According to the global 2017 Randstad Employers Brand Research report, after an attractive salary and long-term job security, 45% of surveyed employees note good work-life balance in an important attribute in gauging the attractiveness of an organization.
- How Employers Rate Themselves at Helping Employees Achieve Work-Life Balance:
 - Twenty-three percent of companies surveyed in the 2017 Deloitte Global Human Capital Trends feel that they are excellent in helping employees balance personal and professional life/work demands. That's a 21 percent change from 2016, when 19 percent of companies surveyed felt like they were doing an excellent job.

The Importance of Work-Life Balance to Employees Today cont.

- How Critical Flexible Work Arrangements Are to the Work-Life Struggle (for those with and without children):
 - While working parents consistently put high value in flexible working arrangements (80 percent of say work-life balance matters when considering a job), workers without children want it, too. A 2017 FlexJobs Survey of 2,200 employees without children found that the number one reason for a flexible work arrangement was better work-life balance (79 percent).
 - The same survey also found that work-life balance won out over both salary and flexible schedule as the most important factor when evaluating a job prospect. Work-life balance came in at 72 percent, with salary at 70 percent and flexible schedule at 65 percent

Hurdles to Your Productivity

Where Do You Want to Spend Your Time?

Generating revenue

Improving cash flow

Delivering products

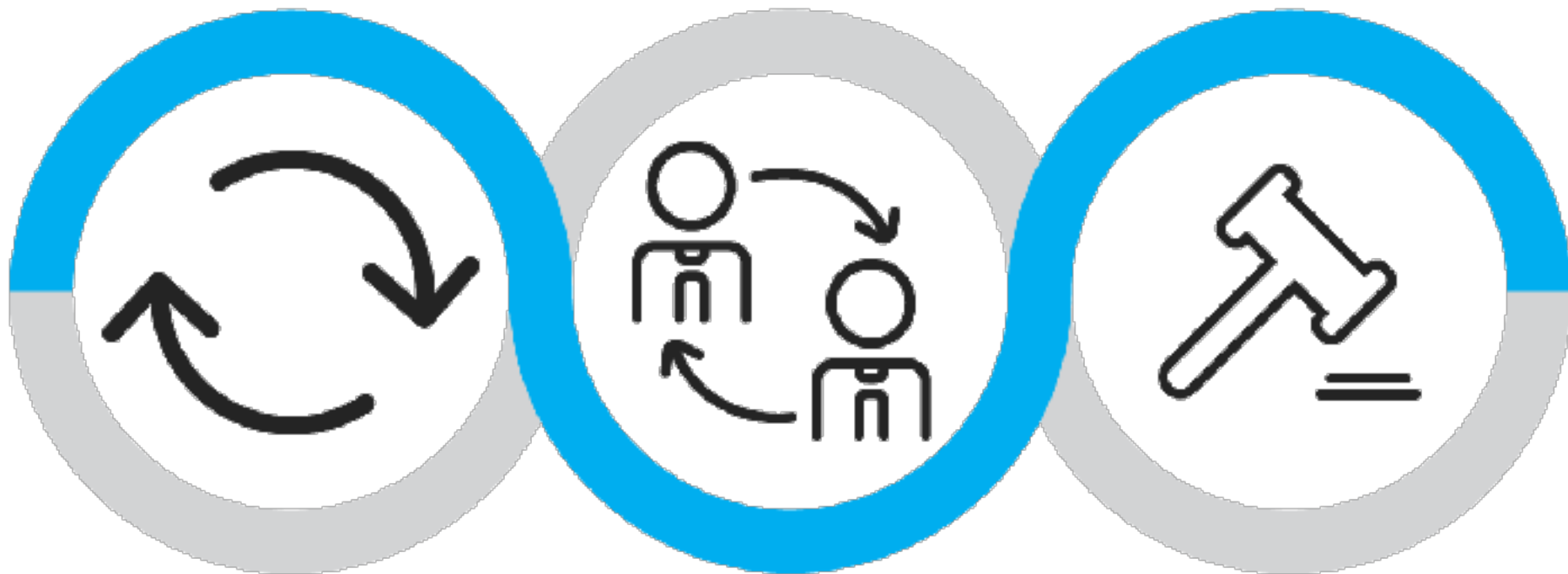
Achieving targets

Attracting clients

Developing employees



Hurdles to Productivity



**Context
Switching**

**Employee Burnout
and Turnover**

**Regulatory and
Compliance Issues**

Context Switching

Switching to a new task while still in the middle of another increases the time it takes to finish both tasks by **25%**.¹

Wearing Multiple Hats

- Even brief mental blocks created by shifting between tasks can cost as much as **40%** of your productive time.²

Managing Interruptions

- It takes an average of **25 minutes** to resume a task after being interrupted.³

Driving Productivity

- On average, managers have fewer than **seven hours** per week of uninterrupted time to do deep versus shallow work.⁴



¹Forbes.com, March 29, 2016.

²Journal of Experimental Psychology, 2001.

³Trello, April 5, 2016.

⁴Harvard Business Review, Sept. 4, 2017.

Remove Distractions

Prioritize, manage and focus your time to create sustainable advantage.

Hold Your Calls

- Effectively manage your time by blocking off sections to correspond to your to-do-list.

Treat Interruptions as Interruptions

- Thorough professionalism is more important than instant access.

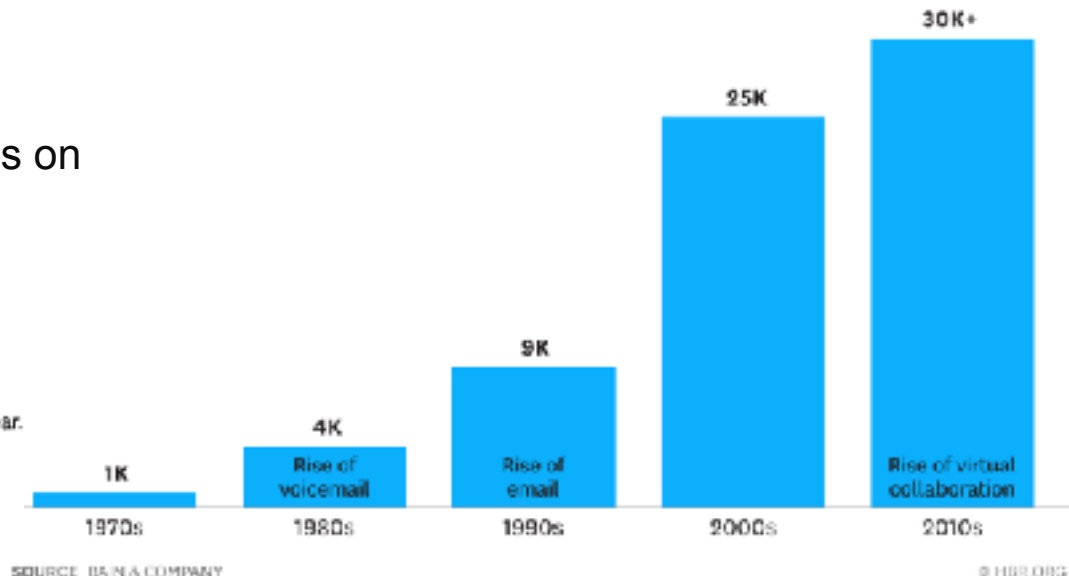
Focus on what's important

- Coach yourself to be able to focus on each problem by incorporating mindfulness tactics.

The Dark Side of Metcalfe's Law

Executives today receive more than 30,000 external communications every year.

APPROXIMATE NUMBER OF COMMUNICATIONS
PER EXECUTIVE PER YEAR



¹World Economic Forum, March 7, 2016.

Employee Burnout and Turnover

Understand the relationship between productivity and motivation to manage your employees better.

COST 1.5-2X SALARY TO REPLACE LOST TALENT.¹



PRODUCTIVITY

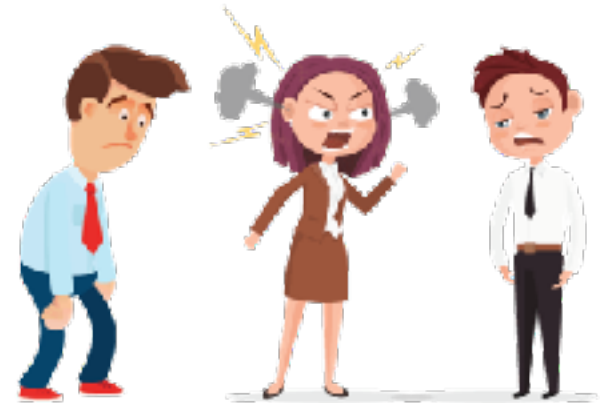


**1 INSPIRED
EMPLOYEE**



**2 SATISFIED
EMPLOYEES**

=



**3 DISSATISFIED
EMPLOYEES**

¹ Bersin by Deloitte, Aug. 16, 2013.

² Harvard Business Review, Sept. 4, 2017.

Empowerment Increases Job Satisfaction

A majority of employees believe having opportunities to use their skills and abilities is a top contributor to job satisfaction.¹

Delegate to Empower

- Empowering employees improves their job satisfaction and allows them to be more productive.

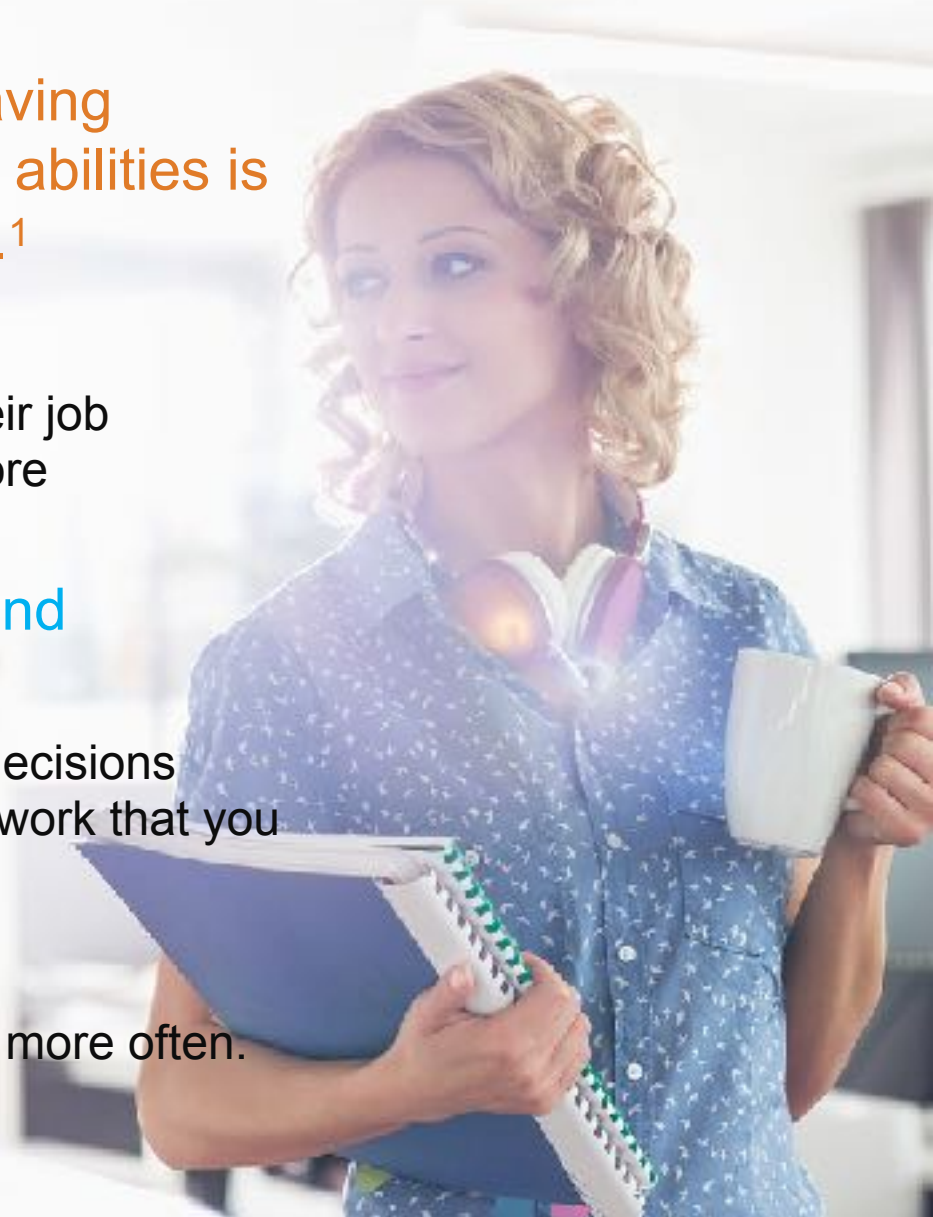
Improve Experience through Fair and Transparent Processes

- Creating guidelines for autonomous decisions means that employees only escalate work that you want to verify.

Positive Reinforcement

- Reward the behavior you wish to see more often.

¹Society for Human Resource Management, April 24, 2017.



Regulatory and Compliance Issues

Regulatory costs are **\$12,000** per employee per year.¹

Employment-related risk

- Small businesses can expect an employment practices claim once every three years.²

Lack of expertise

- **33%** of SMBs consider regulatory burdens a significant challenge to future growth.³

Time constraints

- **33%** of small business owners spend 80+ hours a year ~~just on~~ **complying with just** federal regulations.⁴

¹National Small Business Regulations Survey 2017, Jan. 18, 2017.

²Advisen Ltd., Oct. 2, 2014.

³National Small Business Association; Year End Economic Report 2015, Feb. 2016.

⁴National Small Business Regulations Survey 2017, Jan. 18 2017.



Leverage HR Best Practices

Rely on these rules of thumb to reduce your risk burden.

HR best practices

- Adopting consistent HR practices can help you manage your employer responsibilities.

Access to expertise

- Constantly changing laws, ordinances and regulations require expertise and vigilance to navigate.

Creating robust systems and processes

- Having a system or multiple systems in place can help you maintain routine and be invaluable support down the road.



Mindfulness at Work

What Exactly is Mindfulness?

Mindfulness is being fully focused in that moment. That means you're not worrying about what's going to happen tomorrow or dwelling on what happened in yesterday's meeting. This shift enables you to take a step back and make better decisions. This helps with creativity, focus and overall productivity.



<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>

Pick a Mantra!

- Begin your day by choosing a positive message or mantra, and repeat it to yourself throughout the day.
- “Being positive begins with me” is a good reminder that we are responsible for how we feel and how we react.
- “I am confident, capable, and prepared” can keep you calm and focused before a big presentation or meeting.



<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>

Focus on Your Breathing

- Reduce stress, anxiety, negative emotions with breathing. People who are stressed often forget to breathe.



<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>

Take a Relaxing Lunch Break

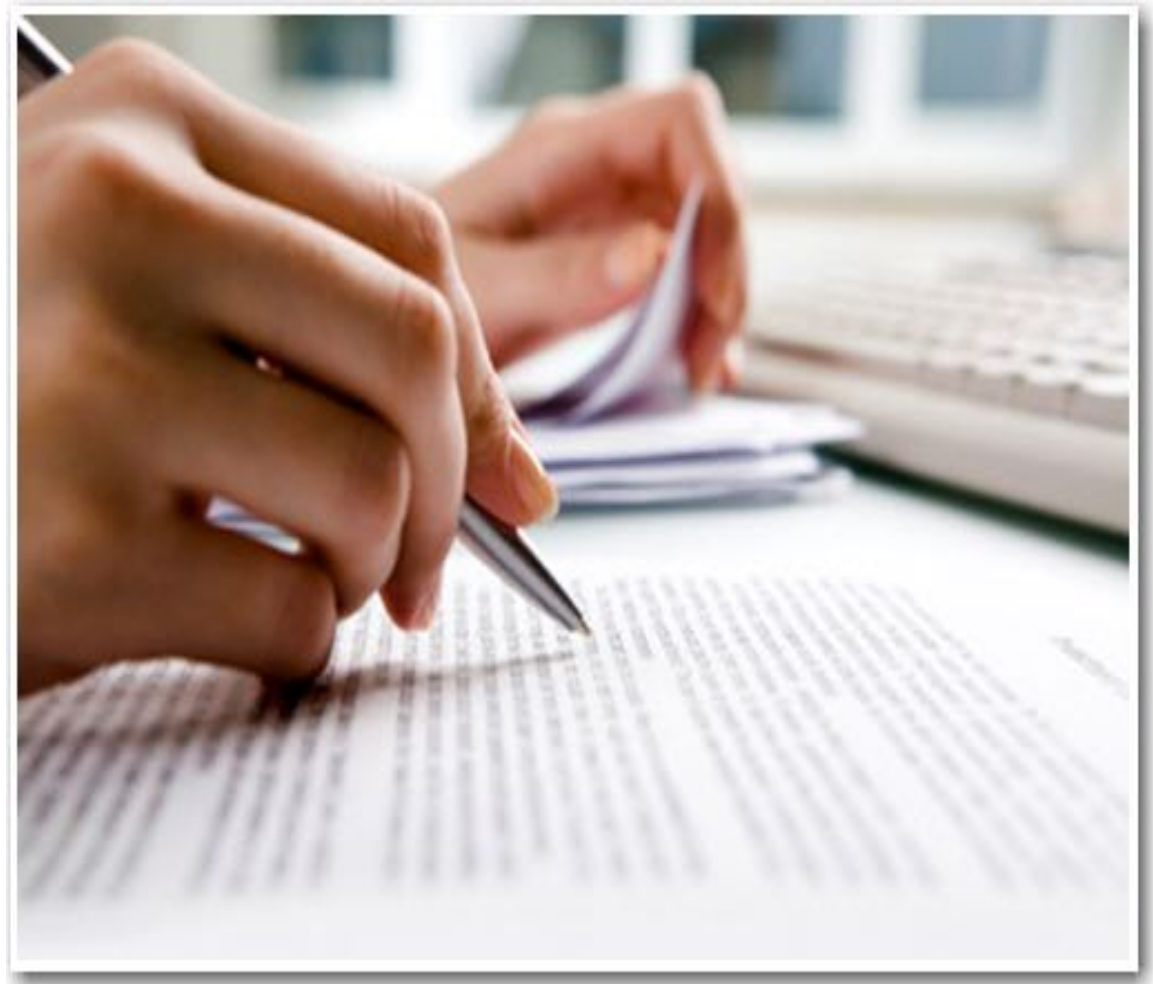
- Step away
- Get outside
- Fuel your brain



<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>

Write a Gratitude Note

- Identify something positive everyday and write it down.



<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>

What are other companies doing?

Mindfulness has been shown to reduce employee stress while simultaneously improving productivity.

Companies are offering on-site meditation space.

Meditation coaches

<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>



Conclusion

Incorporating these mindfulness exercises into your daily routine can be life changing in your work and personal life.

The next time you feel stressed or unfocused, try one of these simple exercises to include in your daily life.

The more you practice, the more effective they become.



<https://www.forbes.com/sites/ashleystahl/2017/09/14/how-to-practice-mindfulness-at-work/#25dea5534d57>

Q&A
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Thank You!