



# solutions



## BEING A **BALANCED LEADER**

### TAKING AN **EMPLOYEE-CENTERED APPROACH**

As a manager, you are already aware of the many needs of your team on many levels. Yet, being tuned in to their deeper needs — and your own — may not be clear at times. Knowing these needs and addressing them successfully, however, can contribute to a more productive and smoother running department.

**Achieving a certain level of composure and balance can not only help you be more mindful of your coworkers and your organization's needs, it can help you be more effective as a leader — and help keep your team engaged and motivated.**

## START WITH YOU

Achieving personal and professional balance takes skill and consistency — and a certain amount of introspection, at times. Bringing balance in your own work

style makes it that much easier to promote the same concept with your team. Your Employee Assistance Program (EAP) can help support you in your aim for more balance in your life.

## SLOW DOWN

One place to start is by slowing down and being more deeply aware of the more subtle aspects of your day. At times, we mistake doing things quickly with being effective and efficient. Yet, you have certainly experienced haste creating waste — or problems caused by going too quickly that later produced more time-consuming work than expected. You can multitask and be quick, but still absent-mindedly miss something important.

Slowing down can help you be more thoughtful and thorough. You can slow down by:

- Breathing more deeply — try to breathe more consciously. Start each morning at your computer. On your inhale, notice how the air first fills your relaxed belly, then your ribs expand, and finally you fill the upper part of your lungs. Pay attention to your breathing and slow it down to help your mind begin to slow down, too.
- Not reacting immediately — the age-old tactic of counting to 10 is not such a bad idea. Inhale deeply and take 10 — even five — seconds to respond and notice the difference it can make.
- Setting a particular time for answering emails. Can others wait for you to respond? This allows you to prioritize emails that may be most important — and need to be addressed first.



**PSC**



Federal  
Occupational  
Health

**EAP**

The **EAP** is a voluntary and confidential employee benefit available to you and your family at no cost.



## BALANCE NEEDS OF EMPLOYEES WITH NEEDS OF ORGANIZATION

Taking an employee-centered approach not only takes coming from a stable place, it also requires a certain amount of empathy — the ability to sense and appreciate what others might be feeling. Have empathy for what your team may be experiencing as far as stress, frustration, work overload, etc. Coming from a place of balance and compassion can often help you more easily make adjustments that can boost morale and productivity.

Slowing down and lessening reactivity can cause a culture change if you demonstrate this behavior with your staff. Taking a calm and measured approach to projects, clients, coworkers, and issues can show your team the importance of calmness and balance.

### BE A MODEL

Be an example of balance for your team. Make sure you come from a place of strong centeredness each day. Showing your employees how you bring balance to your workday can encourage them to do the same. One good way to start being dependably steady is to take good care of yourself. Some suggestions include:

- Eating well
- Enjoying regular physical activity
- Spending social time with friends, families, or colleagues
- Getting quality sleep

Setting an example of taking care of yourself can also be contagious. It not only gives a model for your employees to follow — it indirectly gives them permission to take better care of themselves.

### SHOW YOUR APPRECIATION

Overt acknowledgements of your team's achievements can also advance your staff's collective self-esteem. Even a simple email acknowledging a recent team accomplishment can pick up spirits and foster pride in their work. Such acknowledgements can also subtly set the standards for the caliber of work that is expected.

### BE MINDFUL OF WORK/LIFE BALANCE

With employee-centered leadership — and your own needs for personal and professional balance — it is helpful to be mindful of the importance of work/life balance. You can do this by talking with your staff about your efforts at work/life balance and acknowledging their life outside of work, which can be done with a simple conversation about how their weekend was or about their outside interests — or remembering a birthday or work anniversary.

**24**  
HOURS A DAY

Employee Assistance Program

**1-800-222-0364**

TTY: 1-888-262-7848

**FOH4You.com**

The **EAP** is a voluntary and confidential employee benefit available to you and your family at no cost.

