

10 TIPS FOR IMPROVING YOUR WORKLIFE WITHOUT LEAVING YOUR JOB



- 1. Strengthen your boundaries.** Set firmer rules for yourself about your working hours; what you're willing to accept and what you are not. You'll want to ease into this slowly, making only minor adjustments to your schedule before sharing these changes with the people you work with/for.
- 2. Lower your expectations.** It is not your employer's job to set your goals, make you happy, deal with unnecessary conflict in the work place, etc. Yes, the employer must provide basic human rights and provide things like a safe work environment, but your employer is not to be exploited.
- 3. Be realistic.** There are things at your place of employment you can change, and things you cannot. Have the wisdom to know the difference. You're probably not going to get the corner office if you've just started. At the same time, if you work hard, have a plan in place, and give yourself time to do the work, you will have that corner office eventually.
- 4. Take a break.** Schedule your vacation; take a long weekend, whatever you need to do to escape what is happening at the office. Take some time to gain perspective about your work situation. Having the time to reflect and plan will do your career all kinds of good.
- 5. Start doing more of what you love.** Identify and pursue things that interest you. These may be hobbies, or volunteer work or something else altogether. The point is to bring 'joy' into your life in a way that is not directly tied to your work life. Once you find something, continue to build on its momentum adding more joy as you find time.
- 6. Join groups.** Start small; then once you feel you're ready to take on more, set goals to meet new people, connect with others who share your interests. Maybe you'll join your professional association, a networking group, or a speaking group. Perhaps there is an alumni group you've been meaning to reconnect with, or a travel group that looks interesting. Whatever it is, take one-step towards making it happen this week.
- 7. Be receptive.** People bring their own unique perspective to a situation. Remember that your experience is 'yours' and you are not to expect everyone to respond to circumstances the way you would respond. There is more than one way to do things and yours may not be the way (this time).
- 8. Define a long-term strategy.** To get to where you want to be, you must first know where you want to be. A general or vague answer will not do (richer, more successful, promoted from here to there), you need to get much more specific. (Within five years, I will be a professional writer with six e-books, three blogs, and one New York Times Best Seller, I will make \$X/year, work 4 days a week, and vacation in the south of France).
- 9. Use short-term goals as stepping-stones.** Now that you specifically know what you want, you'll look for opportunities to pursue each of these separately. For example, you might start taking writing classes. You might begin researching areas in the south of France. You might uncover an opportunity to meet a well-established publisher who might offer to publish your book (don't hold your breath on this happening out-of the blue...you've got to work to make it happen).
- 10. Identify companies.** Before you start Google-searching companies in your area, heed this warning: ONLY look for companies who are hiring people with the skills you most enjoy using. What's the sense in offering an employer skills you don't enjoy using? Remember steps 8 and 9: Define a long-term strategy and use short-term goals as stepping-stones? How is your next step going to get you closer to becoming a New York Times Best Selling author? You're looking for ways to enhance those writing skills, learn more about southern France, get to know publishers, and authors, so the companies you want to target will help you do that.

imagine achieve excel



604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca