



Finding Work-Life Balance: Strategies for You and Your Institution

Participant's Manual

MLA Webcast
Wednesday, March 25, 2009
1:00 p.m.–3:00 p.m., central standard time



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Agenda

Goals

The goal of this program is to identify ways to enhance the balance between work and life, provide an overview of the institutional, professional and personal benefits of encouraging balance, and outline considerations for implementing successful changes.

Objectives

- ❑ describe the types of programs and changes that enhance work-life balance
- ❑ assess the potential benefits of promoting work-life balance for the individual, the institution, the profession, and society
- ❑ outline the challenges and companion strategies for implementing successful change
- ❑ recognize responsibilities of the institution and the individual to enhance work-life balance

Program Agenda

12:30 p.m., central time

- ❑ Webcast signal test and optional wraparound session #1

1:00 p.m.-3:00 p.m., central time

- ❑ *“Finding Work-Life Balance: Strategies for You and Your Institution”*

Part I: Introduction: Defining Work-Life Balance

- ❑ define work-life balance
- ❑ define workplace wellness versus a health promoting culture
- ❑ guiding principles for a healthy workplace
- ❑ current trends supporting work-life balance

Part II: Benefits of Work-Life Balance

- ❑ research about work life balance
- ❑ work-life balance opportunities as a recruitment and retention tool
- ❑ needs of different generations
- ❑ benefits and challenges to achieving work life balance
- ❑ question and answer period

Part III: Flexible Work Arrangements

- ❑ flexible work arrangements - flex time, job sharing, condensed work week
- ❑ administrators' and individual's shared responsibility for ensuring accountability
- ❑ continuity of service and uninterrupted collaboration among colleagues
- ❑ proposing a new work arrangement
- ❑ ensuring equal access to work life balance; parity
- ❑ wellness programs
- ❑ stress reduction programs
- ❑ question and answer period

Part IV: Wrap up

- recommendations for encouraging work-life balance in your library
- professional resources

3:00 p.m.-4:00 p.m., central time

- Optional wraparound session #2

Speakers

Joyce E. B. Backus, Deputy Chief, Public Services Division, National Library of Medicine (NLM), Bethesda, MD

Janet Crum, Head, Collection Management and Systems, Oregon Health & Science University (OHSU)—Portland

Michelle L. Eberle, Consumer Health Information Coordinator (CHIC), National Network of Libraries of Medicine, New England Region, Shrewsbury, MA

Jenifer Grady, Director, American Library Association-Allied Professional Association (ALA-APA), Chicago, IL

Videotaped presenters

Carol Ann Attwood, AHIP, Medical Librarian/Registered Nurse, Patient and Health Education Library, Mayo Clinic, Scottsdale, Arizona

Lisa Marks, AHIP, Supervisor, Library Services, Health Science Library, Providence Saint Joseph Medical Center, Burbank, CA

Gabriel Rios, Deputy Director, Lister Hill Library of the Health Sciences, University of Alabama—Birmingham

Mary L. Ryan, AHIP, FMLA, Director, Library, University of Arkansas for Medical Sciences (UAMS)—Little Rock and President, MLA

Smith College Wellness Group, Neilson Library, Smith College, Northampton, MA

Question and Answer Periods

There will be two opportunities during the program to telephone, fax, or email in your questions for the speakers to answer. The speakers will try to answer all questions that are sent into the program.

Please include your name and essential contact information with each faxed, telephoned, or emailed question. If time does not allow the speakers to address all questions, then the speakers will answer them personally at a later date. Providing your address, email address, or telephone number will allow one of the speakers to reply to your unanswered question.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Question(s):

Q&A phone: 800.281.4424

Fax: 630.942.2788

Email: uplink@cod.edu

Joyce E. B. Backus

Keys to telework program success

- Developing clear goals
- Executive champion
- Using a program coordinator
- Training for managers
- Same performance appraisal process
- Assessing and meeting technology needs

Expert Consensus on Recommended Practices for Telework Program Success, US General Services Administration, Sept 2001

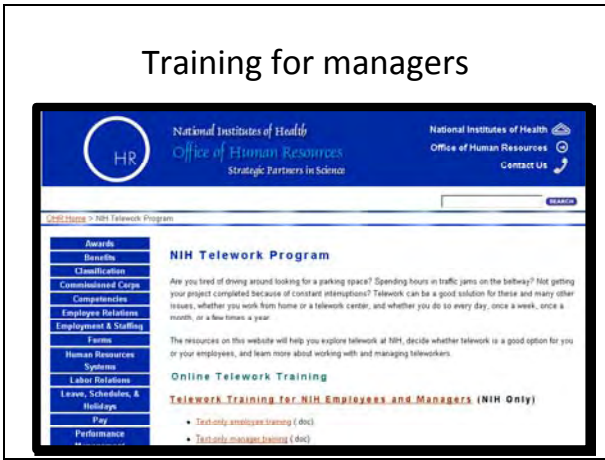
Set clear expectations



Organizational support



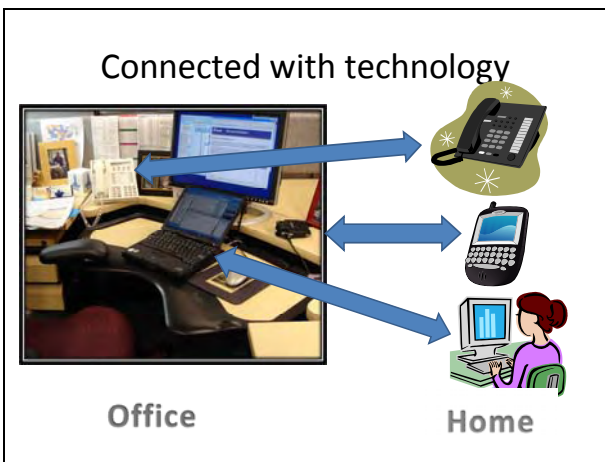
Training for managers



Same performance review process



Connected with technology



Collaboration technology

Web conferencing
Instant messaging
Wikis/ Blogs
Teleconferencing
Document sharing
video conferencing
Speakerphones

Managers and workplace

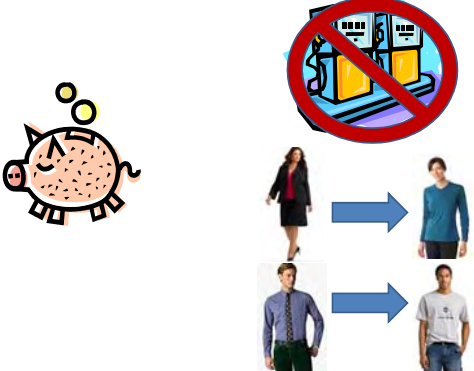
- Improves morale
- Recruitment and retention incentive
- Reduced absenteeism
- Emergency preparedness
- Possibly
 - Frees-up office space
 - Expands virtual service hours



For staff – save time




For staff – save money



The image contains three main visual elements: a piggy bank icon on the left, a parking garage icon with a red prohibition sign over it in the top right, and two rows of people. The top row shows a woman in a business suit on the left and a man in a blue long-sleeved shirt on the right, with a blue arrow pointing from the woman to the man. The bottom row shows a man in a business suit on the left and a man in a white t-shirt on the right, with a blue arrow pointing from the man in the suit to the man in the t-shirt.

Potentially, fewer disruptions



The image features five icons: a man in a suit talking on a mobile phone, a glowing lightbulb, a woman in a pink shirt thinking with her hand to her chin, a person in a blue shirt working at a computer, and a woman in a black blazer sitting at a desk.

Societal benefits

- Improves traffic congestion
- Increases parking
- Green – less energy, pollution



The image shows a photograph of a multi-lane highway with a significant traffic jam. A white car is in the foreground, and many other cars are visible in the distance, all moving slowly or stopped.

Which jobs telework?

Employees are eligible for telework unless:

Positions require, on a daily basis, direct handling of secure materials, or on site activity that cannot be handled remotely, such as: face-to-face personal contact in medical, counseling, or similar services; or physical contact with machinery or materials;

Last performance rating of record is below "fully successful" or conduct has resulted in disciplinary action.

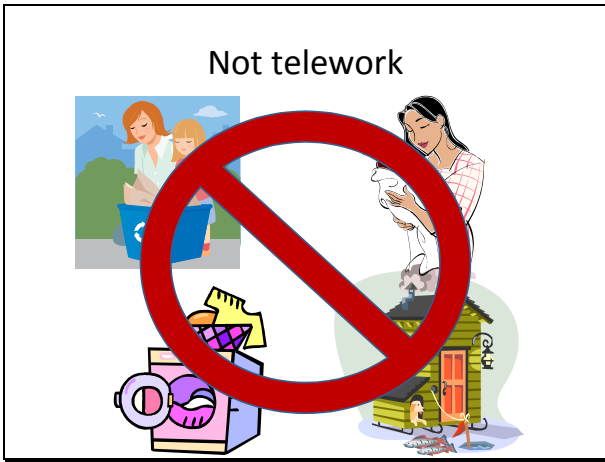
From – Status of Telework in the Federal Government Report to the Congress, Office of Personnel Management, Dec 2007

Face to face or involve handling materials



Elements of agreement

- Tasks, hours, days
- Appropriate, safe work space
- How teleworker will maintain contact
- Who pays for equipment, services, supplies
- Dependent care
- Flexible to come in
- Policy for equipment/communications problems
- Periodic review for renewal



Getting started

- Learn more
- Get, or be, management buy-in
- IT, technology support – what’s already in place?; what else is needed?
- Staff proposal, management agrees
- Pilot the program
- Iron out the wrinkles
- Regular review

Janet Crum

Part II: Benefits of Work-Life Balance

1. Research about work-life balance showing benefits to individual, institution, and society

Importance to the Individual

- Reduced stress
- Better physical/emotional health
- Better concentration
- Better relationships with boss/co-workers
- Opportunities for promotion

Importance to Institution

- Recruitment/retention
- Reduced absenteeism
- Reduced health care costs
- Motivated, productive employees
- Creative problem-solving
- More diverse workforce

Importance to Society

- Healthier families
- Reduced health care costs
- More innovation
- More employment options
- Environmental benefits

Technology and Work/Life Balance: Friend or Foe?

E-mail

- Pros
 - Seamless communication
 - Fewer meetings needed
 - Fewer interruptions
- Cons
 - More interruptions
 - Electronic substitute for face time

Instant Messaging

- Pros
 - Real-time communication
 - Indicate status -> visibility
- Cons
 - More interruptions
 - Electronic substitute for face time

PDA's and Smartphones

- Pros
 - Keep in touch remotely
 - On-call when needed
- Cons
 - Electronic leash
 - Blurs boundaries

Laptops

- Pros
 - Portable work environment
 - Access to files
 - Access to software
- Cons
 - Security
 - Blurs boundaries

Web/Videoconferencing

- Pros
 - Participate in meetings remotely
- Cons
 - Cost
 - Clunkiness
 - Not complete substitute for F2F

Online Collaboration

- Project management, groupware
- Pros
 - Share all materials seamlessly
 - Collaborate on documents
- Cons
 - Cost
 - Separate system

Remote Access Tools

- Pros
 - Seamless access to workplace resources
- Cons
 - Cost
 - IT support

Key Points

- Technology not a total solution
- Key is not technology per se but how it's managed
- Manage the technology; don't let it manage you

Michelle Eberle

**Work life balance
and
Workplace wellness**

**Why does workplace wellness
matter when it comes to work life
balance?**

**An estimated
50 % of a full time worker's
waking life is spent working!**

Health Promoting Organization

- Job security
- Good coworker communication
- Good supervision
- Ongoing mentoring
- Job autonomy
- Supportive culture / Trust
- Support of a broad definition of health
- Participative team approach
(Lowe 2004)

Meaningful, engaged work

- **“Far and away the best prize that life offers is to work hard at work worth doing.”**
- **-Theodore Roosevelt**

Meaningful engaged work

"People rarely succeed unless the are having fun at what they are doing."

Dale Carnegie

**Benefits of
Work Life Balance**

Importance to the individual:

- **Healthier outlook**
- **Less stress**
- **More time to connect with family, friends and the community**

Importance to the institution and profession:

- Higher productivity and competition
- Improved customer service and loyalty
- Raised staff morale
- Higher job satisfaction
- Reduced absenteeism
- Improved recruitment
- Earning recognition as an employer of "choice"

(Merisalo 2008)

Why should employers care about work life balance?

- Burnout
- Staff retention
- Challenge of employee engagement

Work life – an issue for society

Policies at the institutional and personal level will not bring about change until cultural and society norms and values change.

**Generational Issues of
Work Life Balance**

**Work life balance is an issue for
all employees:**

- **Single or married**
- **With or without children**
- **Nearing retirement**
- **Just starting out in the field**

**Every employee has unique work
life issues and needs that will
change over time through
different stages of life.**

Working to Live
or
Living to Work

Boomers are more likely to be work centric

Gen X and Y are more likely to be dual centric or family centric

(Families and Work Institute, Generation and Gender in the Workplace, 2004)

Employees who are dual centric or family centric exhibit:

- Significantly better mental health
- Greater satisfaction with life
- Higher levels of job satisfaction

(Families and Work Institute, Generation and Gender in the Workplace, 2004)

Health and Wellness Programs

**Institutional
Work Life Balance
Programs**

- Flex work options**
- Onsite child care**
- Childcare and eldercare resource referral**
- Healthy living programs: stress management, smoking cessation**
- Mother's room**
- Consultation for adoption**

Work life seminar series:

- “Bringing Heart and Humor to Work”
- “Building your Financial Future”
- “Caring for your Parents”
- “Retirement Planning”
- “Healing Happy Holidays: How to Keep the Joy in and the Stress Out”

Making employees life easier:

- Dry cleaning pick up
- Take out meals
- Discounts on health clubs, museum passes, hair salons, mortgages, airport parking, local restaurants

**Library Initiatives
For Work Life Balance**

ALA Workplace Wellness Initiative

Join the
Circle of Wellness@ Your Library



JOIN THE CIRCLE OF WELLNESS @ YOUR LIBRARY

WELLNESS INITIATIVE | HOME | ABOUT US | CONTACT | RESOURCES | TOOLS | ABOUT THE LIBRARY

SPOTLIGHT ON: **WELCOME TO THE CIRCLE**

For us, wellness includes all aspects of a person's life: physical, social, environmental, emotional, intellectual, spiritual, and occupational.

On this site, you can read inspiring stories of your library colleagues' journeys towards wellness, find out about workplace wellness in the news, and discover helpful tips and resources to aid you on your own journey. Coming soon: information about Workplace Wellness activities at ALA Annual, as well as a way to share your own journey.

The 2008 ALA Annual Conference is Here!

Visit the Wellness Fair on Sunday, July 29th from 10:30 am to 2:00 pm

For those participating in the chair yoga class:

American Library Association

Workplace Wellness Inventory

Workplace Wellness Passport

Blending your work and life

- Work on developing friendships with coworkers
- Sponsor fun events that bring employees together
- Encourage personal growth and interests
- Create a “comfort drawer” for yourself and your work
- Create your own “dream team”

Stress Management

Work related stress can:

- Deplete energy for other activities
- Reduce wellbeing
- Increase stress related illness

Practical tools:

- Reframing
- Relaxation
- Resilience
- Time Management
- Humor

Four step approach to reducing stress:

- STOP
- BREATHE
- REFLECT
- CHOOSE

(Benson 1992)

Relaxation Response:

Why bother?

- **Metabolism decreases**
- **Breathing slows**
- **Muscles relaxes**
- **Blood pressure proven to decrease**
- **Helps keeps a health outlook**

Relaxation Response

- 1) **Repetition of a word, sound, phrase, prayer or muscular activity.**
 - 2) **Passive disregard of everyday thoughts that come to mind and return to the repetition**
- (Mind Body Medicine Institute)**

Resilience

- **What is it? | How can we cultivate it?**
- **How can it help us in our professional lives?**



American Psychological Association

Time Management

Where would you like to spend most of your time/energy?

**Where would you like to spend less time/energy?
(Hawks 2008)**

**The importance of saying
NO**

A little humor goes a long way:

“When someone’s laughing, it’s kind of contagious and it can spread a positive general benefit to the workplace.”

-Robert J. Trulasko, in a Business Week article, “Humor in the Workplace” by Karen E. Klein, Nov 5, 2007

**"Find the bless in the mess"
-Loretta LaRoche**

**Recommendations
for encouraging
work life balance**

**At your institution:
Develop a work life balance
collection**

**Offer programming on work life
balance for your staff and
institution**

On a personal level:

**Planning is key. Plan ahead!
Rely on your support system to
keep work life balance in check.
Use anchors to keep in mind what
really matters to you.**

Set a work life balance goal

I will work towards a healthy
work life balance by...

Jenifer Grady

Defining Worklife Balance

- Why is work so important?
- Are we talking about worklife balance or workplace wellness? Or neither? Or something else entirely?
- What does worklife balance look like?

Why should you care about worklife balance?

- Life is finite
- Library work is sedentary
- Chronic diseases and additions are treatable
- It can be simple

Worklife Balance Trends

- Policy trends
- Legal trends
- Organizational trends that libraries can adopt/adapt
 - Return on Investment (ROI)
 - Evaluation and Outcomes
 - Programs and Activities
- What libraries are doing to help balance work and life
 - 2008 ALA-APA Salary Survey: Public and Academic – Benefits results
 - 2007-2008 ALA-APA Workplace Wellness Survey results

Worklife balance=SURVIVAL

The impact of implementing worklife balance on:

- Your survival
- Your library's survival
 - Opportunities
 - Barriers/risks
- Librarianship's survival
 - Demographics
 - Culture

Generational Priorities for Worklife Balance

- Younger workers tend to place a higher premium on paid time off and flexibility in scheduling, while older employees tend to favor health benefits above leave benefits (The Segal Company, 2008)
- World at Work study, "Rewarding a Multigenerational Workforce", September 2008, found that
 - Paid time off was important to Y,X, Baby Boomers
 - Flexible work schedules much more important to X
 - Community volunteer programs much more important to X
 - Wellness much more important to X and Baby Boomers
 - Financial planning services much more important to Baby Boomers
 - Diversity more important to Baby Boomers
 - Recognition programs more important to X and Baby Boomers
 - Mentoring much more important to X and Y
 - Career ladders and pathways much more important to X and Y

Wellness programs

- Invitation to share your Workplace Wellness Journeys - <http://www.ala-apa.org/wellness/journeys.html>
- More of what libraries are doing

Grady Recommendations

- | | |
|---|--|
| Institutions | Individuals |
| <ul style="list-style-type: none">• Don't wait to be scared into action by a crisis• Conduct a workplace wellness inventory - http://www.ala-apa.org/wellness/WorkplaceWellnessInventory.doc• Find strong advocates, develop a clear plan, deliver the message simply and often, then evaluate the results | <ul style="list-style-type: none">• Don't wait to be scared into action by a crisis• Move!• Assess your values and goals• Use your benefits• Take care of yourself• Plan for the unexpected |

Lisa Marks

My time with Providence

- Began February 1999-hired as Reference Librarian
- Position initially was for 32 (.8 FTE) hrs per week with benefits
- Hours flexible; librarian in library every day
 - Initially worked 4-6 hour days and 1-8 hour day

Reporting Structure

Health Science Library has reported to several managers over the years:

- Human Resources
- Clinical Education
- Organizational Development
- Continuing Medical Education (CME)
 - Currently report to/collaborate with CME
 - Currently work as "education department" for medical center
 - Library Assistant works part time for CME dept.
 - 2.9 FTEs cover both depts.
 - Allows for flexibility to come in late or leave early if necessary

Position change in June 2000

- Returned from maternity leave
- Position title change: Supervisor, Library Services
- Position initially 40 (1.0 FTE) hrs per week
 - Due to child care issues, Administration modified to 36 (.9 FTE) hrs per week
 - Current position still 36 hrs per week

As daughter has gotten older...

- Flexibility in working hours has been more necessary:
 - To attend parent-teacher conferences
 - To attend dance lessons/recital during the week
 - To attend other extra curricular activities

As parents are getting older...

- Flexibility in working hours has been more necessary:
 - Both sets of parents (my parents & my in-laws) have medical issues
 - To attend medical appts/visits with parents
 - To help parent get settled in assisted living facility

In summary...

- Working for Providence has allowed me to have a balance of work and home
 - Allows me the opportunity to grow professionally by participating in library association events both locally (MLGSCA) and nationally (MLA)
 - Regardless of the changes in reporting structure
 - Allows me the opportunity to have a family life
 - By accommodating scheduling needs with a staff that is dependable and willing to be flexible

In summary...

- And, allowing this work-life balance keeps me working for Providence
 - Makes Providence a good place to work

Gabe Rios

Work Life Balance

Three things required:

- Structure - that allows for flexibility
- Outlet - (family, hobby, etc...)
- Technology

Structure

- Flexible work schedules for faculty librarians
- Administrative view = we have you 24/7
- People "roughly" work 40 hours per week but when and where is flexible

Outlet

- Find something you enjoy
- Find something that is a mental break for you
- Example?

Technology

- Even simple mundane things like VPN or IM
- Wireless is pervasive
 - ○ Work can be done in other places

Technology - Collaborative technologies

- Skype
- Dimdim
- Google or Zoho suite of services

Work-Life Balance

- Work-life balance is an individual thing
- If it is important to you - you will have to make time for it!

Smith College Libraries

The screenshot shows a web browser window displaying the Smith College Libraries website. The browser's address bar shows the URL <http://www.smith.edu/libraries/staff/wellness/>. The website header includes the Smith College Libraries logo and a "Need Help?" link. A navigation menu contains links for Home, Research, Library Services, General Information, and Smith Libraries & Collections. Below the menu, a breadcrumb trail reads "you are here: Staff Resources > Wellness in the Libraries". The main content area is titled "Wellness in the Libraries" and features a sidebar with links such as "HR Benefits Wellness", "Release Time Policies", "Local Hiking", "Healthy Recipes", "Ergonomics", "Strength Training", "Break Time Activities", "Well-Newsletters", "Wellness Links", and "Wellness Committee". The main text area includes sections for "WELLNESS EVENTS", "Wellness Wednesdays - June - August 2008", "Wellness Week - April 7-11, 2008", and "LIBRARIES' RELEASE TIME FOR WELLNESS". The "LIBRARIES' RELEASE TIME FOR WELLNESS" section states: "Staff are reminded that they can use up to one hour of Wellness release time to attend Smith related activities including paid ESS classes (yoga, aerobics & conditioning, and water aerobics), and [Get Fit Smith](#) activities. Of special interest to staff are the personal training hours offered at". The browser's status bar at the bottom shows "Done" and "zotero".

Email Discussion List Directions

Medical Library Association Email Discussion List Information

The email discussion list was created for “*Finding Work-Life Balance: Strategies for You and Your Institution*” program. MLA plans to use this list to communicate new developments, Webcast information, and other program issues with the site coordinator and individual participants. This list should serve as a vehicle to exchange ideas, solve problems, ask questions, and get information. Participation is optional. The best part is that it is easy to use.

To subscribe to the *MLA-WORKLIFE* Email Discussion List

1. Go to the link, <http://ns1.mlahq.org/mailman/listinfo/mla-worklife>
2. Fill in the form including your email address and a password. Press “Subscribe.”
3. You will be sent an email requesting confirmation.

To Send Messages on the *MLA- WORKLIFE* Email Discussion List

1. Send your email messages to the address: mla-worklife@mlahq.org (only subscribers may send messages to the list.) **Do not send commands to this address.**
2. Type your message.
3. Make sure to include a subject in the subject line.
4. Always sign your messages.
5. Send it to others on the list.

MLA Headquarters’ Staff Are Glad to Help

If you have questions or need help, contact MLA’s Internet Systems Administrator at MLA headquarters:

Email: mlafa1@mlahq.org

Fax: 312.419.8950

Voice: 312.419.9094 x20

Speaker Favorites

The speakers developed the following list of selected materials.

Joyce Backus

- ❑ Telework.gov
- ❑ NIH Telework Program, <http://hr.od.nih.gov/LeaveWSHoliday/telework/> - not all info is available outside NIH, but sample agreement and other useful resources are open to everyone
- ❑ US General Services Administration Telework Library, http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=22385
- ❑ Expert Consensus on Recommended Practices for Telework Program Success, Wendell Joice, Sept 2001, http://www.gsa.gov/graphics/ogp/essential_Consensus_Recommended_Practices.doc

Jenifer Grady

- ❑ Center for Quality of Life - <http://www.c4ql.org/>
- ❑ Families and Work Institute - <http://www.familiesandwork.org/>
- ❑ Ford, Emily. Our Librarian Bodies, Our Librarian Selves. In the Library with the Lead Pipe Blog. December 3, 2008.
- ❑ Hawks, Melanie. *Life-Work Balance* (ACRL Active Guide #1)
- ❑ Osif, Bonnie. Work/life Balance. *Library Leadership and Management*, v23, n1 (Winter 2009), 42-46.
- ❑ Shurtz, Russell. Reining in health care costs with wellness programs: frequently overlooked legal issues. *Benefits Law Journal*, v19, n1 (spring 2005), 31-60.
- ❑ Wellness Councils of America – www.welcoa.org
- ❑ WellSteps.com ROI calculator - http://www.wellsteps.com/resources/resources_tools.php
- ❑ Worktolive.info
- ❑ WorldatWork.org

Janet Crum

- ❑ Bigman, Dan and Michael Noer, eds. (2007). *Life-Work Balance*. Retrieved March 18, 2009, from Forbes.com Web site: http://www.forbes.com/2007/03/19/work-life-balance-lead-careers-worklife07-cx_db_mn_0319worklife_land.html. Collection of articles on various aspects of work/life balance from the employee perspective.
- ❑ Hawks, Melanie. *Life-Work Balance*. Chicago: Association of College and Research Libraries, 2008. Short, readable, practical, with personal exercises to help you find your balance.
- ❑ Landauer, Jill (1997). Bottom-line benefits of work/life programs. *HR Focus* 74(7): 3-4. Brief article that summarizes research demonstrating that work/life programs provide tangible benefits to employers

Michelle Eberle

Articles:

- ❑ Lowe, Graham S. "Creating Healthy, Productive Organizations." *Journal of Employee Assistance* 2nd Quarter (2004): 7-9.
- ❑ Champ-Blackwell, Siobhan, and Stokes, Henry. "Your Circle of Wellness: the road to wellness winds through physical, social, environmental, emotional, intellectual, spiritual and occupational realms." *American Libraries*. 39(6). (June-July 2008): 52(4).
- ❑ Merisalo, Laura (editor). *Striking Work-Life Balance Matters: Employees with Work-Life Balance More Engaged in Their Jobs*. *Healthcare Registration*. 17(10) July 2008: 1-5.

- ❑ Harvey, Kim. The Worth of Carrots: Kim Harvey asks if local organizations should give employees incentives to improve their health – and looks and the potential payback. *New Zealand Management*. 52(9) October 2005: 16.
- ❑ Dunn, Celeste. “Workplace Perks Include Wellness Programs.” *San Diego Business Journal*. January 31, 2000: 14.

Books:

- ❑ Benson, Herbert. *The Relaxation Response*. New York: New York: Avalon Books, 2000.
- ❑ Benson, Herbert. Stuart, Eileen M. *The Wellness Book, The Comprehensive Guide to Maintaining Health and Treating Stress-Related Illness*. New York: Simon and Schuster, 1992.
- ❑ De la Verne, Susan. *You Can’t Manage Time! But You Can Manage Many Priorities*. Oregon: Alder Business Publishing, 2007.
- ❑ Evans, Carol. *This is How We Do It. The Working Mothers’ Manifesto*. New York: Hudson Press, 2006.
- ❑ Gambles, Richenda; Lewis, Susan; Rapoport, Rhona. *The Myth of Work-Life Balance. The Challenge of Our Time for Men, Women and Societies*. England: John Wiley and Sons, 2006.
- ❑ Harvard Business Review on Work and Life Balance. Boston, MA: Harvard Business School Press, 2000.
- ❑ Glanz, Barbara A. *Balancing Acts: More than 250 Guiltfree, Creative Ideas to BLEND Your Work and Your Life*. Dearborn Trade Publishing, 2003.
- ❑ LaRoche, Loretta. *Relax – you may only have a few minutes left, Using the Power of Humor to Overcome Stress in Your Life and Work*. New York: Villard, 1998.
- ❑ Molloy, Andrea. *Stop Living Your Job, Start Living Your Life, 85 Simple Strategies to Achieve Work/Life Balance*. Berkeley, CA: Ulysses Press, 2005.
- ❑ Merrill, A. Roger, Merrill, Rebecca R. *Life Matters: Creating a Dynamic Balance or Work, Family, Time and Money*. New York: McGraw-Hill, 2003.
- ❑ Roberto, Michael. *Time Management Increase Your Personal Productivity and Effectiveness*. Boston, MA: Harvard Business School Press, 2005.
- ❑ Singer Gordon, Rachel. *The NextGen Librarian’s Survival Guide*. Medford, NJ: Information Today, 2006. (Work life balance / p. 137-145)

Booklet/Guide:

- ❑ Hawkes, Melanie. *Life-Work Balance*. Assn of College and Research Libraries. (ACRL Active Guide 2008). 44 p. ISBN 978-0-8389-8478-9. \$15

Web resources:

- ❑ American Library Association Circle of Wellness <http://www.ala-apa.org/wellness/index.html>
ALA President Dr. Lorie Roy brought workplace wellness for librarians to the forefront as one of her initiatives during 2008. The Anaheim Conference featured a health fair as well as resulted in this online tool for librarians. Learn about wellness journeys of librarians. You can share your wellness journey. Learn about workplace wellness in the new, learn tools to help you along your journey and learn about the latest resources.
- ❑ Health Tools: including a workplace wellness inventory and passport
<http://www.ala-apa.org/wellness/tools.html>
- ❑ Boston College Center for Work and Family <http://bc.edu/centers/cwf/>
- ❑ Center for Work Life Policy <http://www.worklifepolicy.org/>
- ❑ Family and Work Institute <http://familiesandwork.org/>
- ❑ Generation and Gender Issues in WorkLife, An Issue Brief by Families and Work Institute
<http://www.abcdpendentcare.com/docs/ABC-generation-gender-workplace.pdf>
- ❑ Mayo Clinic, Work Life Balance Ways to Restore Harmony and Reduce Stress
<http://www.mayoclinic.com/health/work-life-balance/WL00056>
- ❑ Smith Libraries – Wellness in the Libraries <http://www.smith.edu/libraries/staff/wellness/>
- ❑ Spring into Health: A Weekly Workplace Wellness Series
<http://nnlm.gov/ner/training/material/SpringintoHealthGuide.doc>

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Email discussion list

To subscribe, go to: <http://ns1.mlahq.org/mailman/listinfo/mla-worklife>

To participate: mla-worklife@mlahq.org

Speakers

Please feel free to contact any of the webcast speakers via email.



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