



ISSUE 25 MANAGE YOUR CAREER

## News/Views/Reviews

New Leaf Resumes proudly presents two E-books.

**Interview Coaching That Works** has been long in the making. The techniques have been tried and proven. If this is you:

- landing interviews but no job offers
- dreading the interview because you're sure you're going to blow it
- not knowing how to answer some questions
- thinking you did great and never hearing back from the interviewer

Then this book is ideal. For those who prefer an in-depth view of interview strategies, a one-hour coaching session is available, to support and enhance the book's content with relevant-to-you examples.

### **20 Best Cover Letters (Plus One)**

showcases cover letters from many sectors, all stages from new graduates to new immigrants, career changers to the retired (but still energetic)

## Work Life Balance: Leave Wiggle Room

Discussing work life balance is becoming as much of a ritual as the new year resolution. We all know what happens to those resolutions; can we say the same for the work life balance equation?

While reflecting on this topic, an image popped into my mind. I envisioned a juggler, one of those crazy jugglers who throw powered-up chain saws and deftly catch and propel them again and again. If these performers didn't maintain balance, they'd have an immediate and injurious price to pay!

Most of us are not faced with immediate consequences and we think we can safely ignore maintaining balance in our lives.

The idea of balance and harmony likely dawned with human life. North American natives employ a sectioned medicine wheel as a sacred object; the Yin Yang symbol of Chinese philosophy reminds us of the duality that exists in varying proportions in all things; and the mandala in Hindu and Buddhist philosophies symbolizes inner harmony, to visually portray and thus bring to people's attention, the need for balance. We've all heard the adage "All things in moderation."

### **Work/life balance - is it even possible?**

Work life balance, a tremendously popular topic (work life balance tips, for example, when googled, generated over eight million hits). For some, it is difficult to distinguish between the two. The self-employed, consultants or workaholics among us would find it a challenge to completely separate or balance their work vs. their life. Even those with a nine to five job allow "life" to enter the working realm. Children become ill, parents have emergencies; many situations blur the boundaries.

Perhaps the real goal is to find balance in life in a holistic fashion. After all, work, housework, hobbies, friends, obligations—all constitute "life."

The balance is unlike our crazy jugglers; it is more of a fluid dance, moving from one aspect of our life to another, hopefully as gracefully as a classically trained dancer, and in more hectic times, more in line with the jerky movements of ultra-modern dance. But, as in dance it is necessary to make use of the entire stage and not remain entrenched in one spot.

### **Are you stuck in work mode?**

professional . There are samples from I.T., fitness, health, education, engineering and more. With insight into strategy for each letter, it will help you recreate your cover letters. And the "Plus One" is simply for fun (I'll let you discover that one). :-)

Check out the Services page on my website for ordering details.

As always, I welcome questions, shared observations and opinions, suggestions for future editions. New Leaf Resumes is here to enhance your career management strategies. Call me toll free at 855-550-5627, or email at [newleafresumes@gmail.com](mailto:newleafresumes@gmail.com). I'd love to hear from you!

When we become stuck, repeating one movement over and over, we suffer. Research shows that over 25 percent of the North American population is working more than 50 hours per week, over 20 percent more than 10 years ago. This costs Canadian employers about \$10Billion per year in lost productivity through illness, injuries, and extended leaves.

Admittedly one cannot maintain perfect balance each day. But overall, we must ensure that we pay attention to our mental, physical, and emotional needs. We need adequate and regular sleep, nourishing and regular meals, fun outlets, interaction and connectivity, along with using our talents and skills to earn our living.

## Tips

Here are a few tips that you might find useful to keep your equilibrium, to encourage you to move gracefully in a lifetime dance that nourishes the many aspects that make us human.

- Leave wiggle room. Don't fill your days with so much activity, so many demands, so tight a schedule that if one little thing goes kablooey, you are reduced to a nervous wreck.
- Eat like it matters. Because it certainly does. The saying "you are what you eat" means that each cell in your body forms from the nutrients your hand puts in your mouth.
- Sleep like you love it. So many of us resist sleep, and ignore our regular rhythms. Sleep deprivation is as impairing as over imbibing. Insist on enough sleep.
- Clear the cobwebs. Take regular breaks, preferably ones with movement. Instead of the coffee shop (where those tempting goodies tempt!), take a walk around the block. Rather than watching another mindless show, read a good book, visit a friend, or use your gym membership.
- Weigh balance over the long term. Balance need not be measured daily. Sometimes one spot of the dance floor keeps our attention - someone is in the hospital, a child is ill, a husband is in job search mode, or the wife has decided to return to school. Be aware of this, work with it, and know that the return to a daily balance will come eventually.
- Ask for help. Those who love you will be happy you asked. We all need help at times; there is no shame in asking for a helping hand. If needed, consider hiring support, delegate to get through, and learn to say "no" to non-essentials.
- Be aware of YOU, pay attention to your needs, rhythms, stress levels. Another saying "physician heal thyself" is one that I live by. Only I know my body and only I can recognize when it's in trouble. It is up to me to be aware, to listen, to love myself enough to make changes when they are necessary.

It strikes me that therein lies the key: we must learn to love ourselves, to value our lives, to recognize our limitations, to live our lives to the fullest by not cramming them too full.