

DELAWARE STATE BAR ASSOCIATION

PRESENTS

The Nuts and Bolts of Work|Life Balance

A New Seminar Series
sponsored by the Delaware State Bar Association
and The Delaware Lawyers Assistance Program

September 9 - September 30, 2014
5:00 p.m. - 6:00 p.m.

4.0 hours CLE credit in Enhanced Ethics for Delaware and Pennsylvania attorneys
for the series or 1.0 hour CLE credit per session

Delaware State Bar Association, 405 N. King St., Wilmington, DE

Materials for this seminar can be downloaded at: http://media.dsba.org/Materials/DSB09092014NUTS_.pdf
User name: CLE, Password: ethics (case sensitive)



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Four Tuesdays in September, 2014

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The single most important asset in any law practice is you, the lawyer. Good health and work balance are essential to the lawyer and the law practice. Fitness to practice law means more than legal expertise. It also means those qualities of physical, mental, and psychological health that enable a lawyer to carry out the responsibilities owed to clients and to the legal profession.

Join us for interactive sessions that will deal with real life, as well as the professional issues that lawyers and judges face. Some of the issues that will be discussed are:

- Work consumes me. How can I budget my time without losing my edge?
- How do I break the habit of procrastination that leads to inefficiency?
- What tools are available to de-stress and revive?
- Can high blood pressure diminish my performance in court?
- Can what I eat impact my ability to retain and remember?

Faculty

Rina Marks

Doctor of Naturopathy (ND) • Doctor of Natural Health (DNH)

Holistic Nutrition for Healing and Wellness

Mind-body connection • Biofeedback • Custom Wellness Plans

Carol P. Waldhauser

Executive Director, The Delaware Lawyers Assistance Program (DE-LAP)

Plus on-going guest speakers

Delaware State Bar Association

405 N. King St., Suite 100

Wilmington, DE 19801

Nuts and Bolts of Work/Life Balance

9.16.14

NUTS/BOLTS OF WORK/ LIFE BALANCE

Tuesdays At Five

Presented and Hosted by:
Rina Marks and Carol Waldhauser


OUTLINE - Session 2 of Tuesday @ 5


1. Wellness in A Nutshell:

- (a) Why we need it?
- (b) What is it?
- (c) How do we get it?

2. STRESS - Life Management:

- (a) Coping Skills
- (b) Tools







PART 1: WELLNESS


Everyone wants it;

Everyone talks about it;

&

**Not everyone knows what
Wellness is!**



BEING A LAWYER


According to the Rules of Professional Conduct an attorney must be fit. The astute attorney, however, understands that fitness means more than just fitness of legal expertise; it means also those qualities of physical, mental and psychological health that enables a lawyer to carry out the demands and the responsibilities to their clients and to their profession.

More specifically, the fit attorney practices law while practicing personal wellness. Wellness leads to a balanced life-style. Data supports that without a balance life-style; lawyers are at high risk to burnout.

Carol Waldhauser 1998

cwaldhauser@de-lap.org

WHY WE NEED IT!

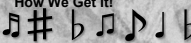


Simply put, you are a lawyer and know that being a lawyer is a really tough gig – HOW TOUGH - so tough - that you constantly put your client demands and necessities ahead of your own.

BUT.....

One thing lawyers need above all else is health – there is no career when there is no health.

How We Get It!




P.R.I.D.E.

WELLNESS IS:
Personal Responsibility In Developing Excellence

Or, in the alternative, turn on "WIII-FM" and play: "What Is In It For Me" – You may hear that you will:

- think better?
- have more energy?
- gain enhanced confidence?
- enjoy a greater sense of control?
- develop a clearer sense of purpose?



Remember, ultimately – the level of your health, happiness and fulfillment is up to you – only you are responsible.

CONVERSELY, many lawyers don't sit down and think logically, or plan, about why they are leading the lives they are leading any more than some animals sit down and think logically about why they are stampeding or grazing through life.



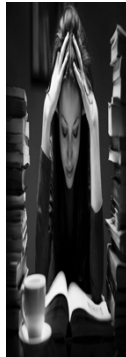


BAD NEWS:

Sadly – many (not all) lawyers are falling down on the job....

Some lawyers are not taking responsibility for their wellness and one or more are suffering from the 3 UNS:

- Unhealthy,
- Unhappy,
- Unfulfilled.

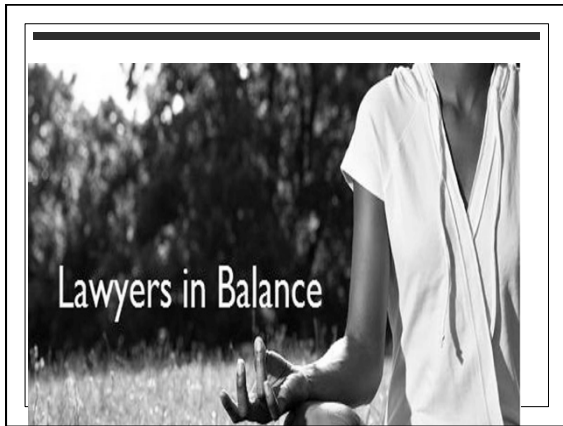


Good News:

Creating new habits today and replacing some old ones
Can & Will – improve your health & wellness!

Significant changes
With a few simple changes









What Is Health?


Health is the state of complete:

Physical, mental and social wellbeing & not merely the absence of disease







BALANCING WELLNESS

1. Self-Responsibility & Love
2. Breathing
3. Sensing
4. Eating
5. Moving
6. Feeling
7. Thinking
8. Playing & Working
9. Communicating
10. Intimacy
11. Finding Meaning
12. Transcending




FACTORS THAT ARE KEY TO WELLNESS



PHYSICAL: HEALTHY BODY

MENTAL: HEALTHY MIND

SOCIAL: HEALTHY RELATIONSHIPS WITH PEOPLE AROUND YOU




* Factors that are key to health are personal behavior and coping skills


LAW OF CAUSE & EFFECT

Every effect has a cause – current levels of health, happiness, and fulfillment are effects of pass choices and actions.

YOU CONTROL YOUR CHOICES – YOU ARE THE CAPTAIN – YOU SAIL THE SHIP!



SECRET SAUCE OF LIFE: WELLNESS VITALITY



Vitality comes from wellness in all dimensions of life.

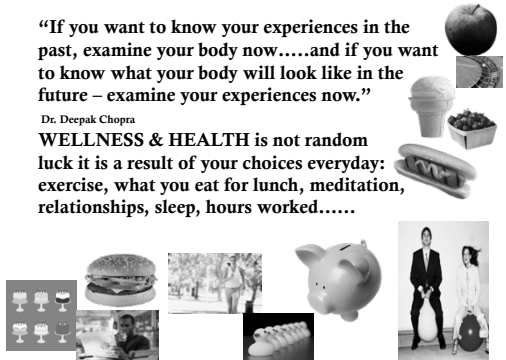
Recipe to follow:

One person's wellness might be another person's hell...but quality of life is degree of freedom you enjoy across all dimensions of your life (the wheel).


"If you want to know your experiences in the past, examine your body now.....and if you want to know what your body will look like in the future – examine your experiences now."

Dr. Deepak Chopra

WELLNESS & HEALTH is not random luck it is a result of your choices everyday: exercise, what you eat for lunch, meditation, relationships, sleep, hours worked.....




Part 2:
THE KILLER: BAD STRESS

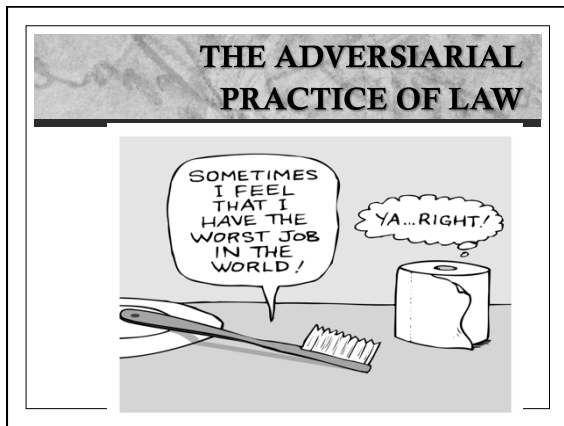


Ethical Problems Can Arise in Lawyers with Imbalance Issues.

Ethics




Resiliency skills are important lawyering skills which can prevent ethical problems

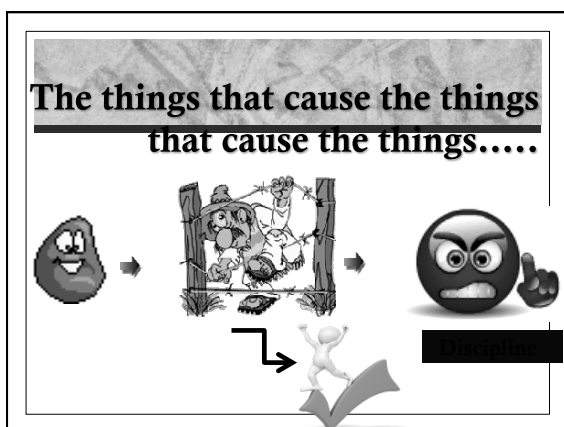


Stress Management 101

Acceptance doesn't mean I like it, it means "I get it" and I move to put a plan in place for survival and even to thrive. A Resilience Plan.....

Working Towards Acceptance (Houdini did)





LAWYER STRESS

The Profession Attracts Perfectionists / Rewards Perfectionism

- Drive to excel - college / law school / job
- Chronic feeling that nothing is good enough
- Sadly, perfectionists more vulnerable to:
 - Depression and anxiety
 - Harder to treat
 - Therapy or drugs
 - Much more likely to commit suicide when things go very wrong


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MUST ALWAYS BE YOUR BEST




Increased Technology = Increased Time Pressures

- Line between work and home effectively eliminated
- Constant contact with office
- Office stress never goes away




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IT IS OUR ENVIRONMENT STUPID!



**Chronic BAD Stress =
Too much Coritsol**


- Eating / Weight Gain
 - Eat more food and more carbohydrates
 - Suppressed thyroid function.
 - Blood sugar imbalances; hyperglycemia / hypoglycemia
 - Increased abdominal fat
 - Metabolic Syndrome /Type II Diabetes



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MORE ABOUT BAD STRESS


- Susceptibility to Injury/ Illness
 - Decrease muscle tissue
 - Lowered immunity
 - Slowed wound healing
 - Altered inflammatory responses
- Brain
 - Clinical Depression
 - Impaired cognitive performance
 - Inhibits memory retrieval long term



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More bad effects....

- Affects fertility - women
- Cardiac / Vascular
- High cholesterol
- Higher blood pressure
- Increased Heart Attacks
- Increased Strokes
- Aging hastened
- Loss of collagen in skin = wrinkles
- Long term osteoporosis/Decreased bone density



The GAP & STRESS

THE GAP is your ability to process and dissipate bad stress in your daily life.


When the level of negative (bad) stress in your life exceeds your body's ability to adapt to it – illness results.

Some people have higher GAP --- Some people have lower GAP.

HAS NOTHING TO DO WITH GENETICS – RATHER – WELLNESS!

Being fit physically, eating right, thinking positive increase our GAP

One thing affects another – REMEMBER THE WHEEL



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TALKING ABOUT STRESS

GENES RESPOND TO NEGATIVE STIMULI

Furthermore, the most important thing that you can know about bad stress is that most illness and injuries result from excess of bad stress in one or any of:

Physical – how we move


Biochemical – What we put in our bodies – food/drink

Psychological – How we think – our beliefs, attitudes, etc.

STRESS ILLS & STRESS SKILLS


Your body, mind & spirit will send you their distress signals –

Be aware – listen to yourself – management of self is up to you.




Resilience

- Begins with “hardiness”
- Pattern of attitudes and behaviors
- Breeds resilience by helping survive and thrive through stressful times



MORE RESILIENCE

- Relate
- Repeat
- Refram



Some days all you can do is smile and wait for some kind soul to come pull your ass out of the bird you've gotten yourself into.

Put Your Oxygen Mask On First On First



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Carol

REMEMBER TO PUT YOUR OXYGEN MASK ON FIRST!


- Do NOT negotiate
 - Sleep or quiet time (daily)
 - Physical activity (weekly)
- Get a plan
 - Identify activities that help happiness and well being.
 - Identify your stressors, your true feelings about work and home
- Daily
 - Take time every day to size up how you feel mentally, emotionally and physically.
 - Plan to carve out *oxygen mask time*

Remember too – wellness is a process – simple baby steps!

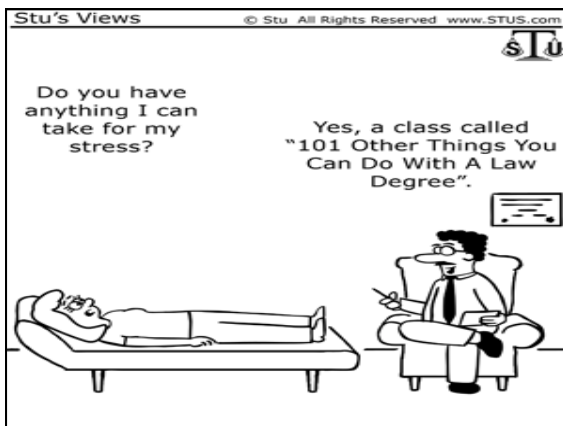
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Other Ways to Decrease Stress

<ul style="list-style-type: none"> ■ Awareness ■ Acceptance ■ Come up with plan ■ Strive for balance and interconnection ■ Laughter / Humor 	<ul style="list-style-type: none"> ■ Talk to others ■ Debrief ■ Don't vent - positive reframing ■ Seek professional help ■ Schedule a time for it ■ Journaling ■ Schedule worry-30 minute block a day
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Mitigating Compassion Fatigue


■ Self-care

- Make a plan
- Regularly setting aside time for yourself.
- Healthy eating
- Exercising regularly
- Adequate rest
- Develop / maintain network of people who support and care about you
- Learn how to turn off the "fight-or-flight response"
 - sympathetic nervous system / turn on "relaxation response" of parasympathetic nervous system




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LAUGH MORE



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Remember to *BREATHE*



Reconnect with the Rewards of
the Work...What's Working?



(Seriously)

REMEMBER HOW TO BE A HAPPY (Well) LAWYER:

Take Time To Think: It is the source of power
 Take Time To Play: It is the secret of perpetual youth
 Take Time To Read: It is the fountain of wisdom
 Take Time To Pray: It is the greatest power on earth
 Take Time To Love and Be Loved: It is a privilege
 Take Time To Be A Friend: It is the road to happiness
 Take Time To Laugh: It is the music of the soul
 Take Time To Give: It is too short a day to be selfish
 Take Time To Work: It is the price of success.

REMEMBER – IT IS ABOUT PROGRESS NOT PERFECTION!

**The Delaware Lawyers Assistance Program
(DE-LAP)**

- Confidential assistance for judges and lawyers.
- Confidential assessment, referral, support and guidance
- Peer assistance is at the forefront of the program: lawyers helping lawyers/judges helping judges
- Toll – free: (877_ 243-3527) or
- PRIVATE: (302) 777-0124
- E-mail: cwaldhauser@de-lap.org
- www.de-lap.org



The DE-LAP ZONE: The Story of Jekyll and Hyde and Self-Discipline

By: Carol P. Waldhauser

Whether it is voluntary or involuntary; big or little; sudden or gradual – – most of us need to face change. Change may range from minor, everyday events, to major life events. It can be about our self or our environment. Often whenever we are confronted with change, either through necessity or choice, we are being given an opportunity to redefine ourselves and to choose an outcome that will allow us to grow and to be fulfilled. After all, by embracing and promoting positive change, we learn more about who we are and what we can do. We grow. We gain confidence. We make a difference by improving ourselves and enriching the world around us. So why do so many of us fear or resist change; is the Jekyll and Hyde Syndrome to blame?

The process of change is often tough and challenging. Think of your state of mind when you choose to do something that is positive, enjoyable and easy for you. Then think of the flip side – the feeling of deprivation you get when you try hard to kick a bad habit or change something. Generally, proceeding in doing something is always easier to digest than stopping something. (1) Also, what is totally aggravating is that some of us are able to transform our plans for change into actions resulting in successful achievements while some of us dream, think and plan change but actually accomplish little or fail entirely. Ironically, the difference between success changing or failing miserably could be understanding the Jekyll and Hyde Syndrome and knowing how to implement the life skill. That life-skill is self-discipline.

Self-discipline appears in various forms, such as perseverance, restraint, endurance, thinking before acting, finishing what you start doing, and/or the ability to carry out one's decisions and plans, in spite of inconvenience, hardships or obstacles. Clearly, it includes, but is not limited to: self-control, the ability to avoid unhealthy excess of anything that could lead to negative consequences. One of the main characteristics of self-discipline is the ability to forgo instant and immediate gratification and pleasure, in favor of some greater gain or more satisfying results, even if this requires effort and time. (2)

Bottom-line, sometimes one side of us wants to engage in a productive activity to change. For example, it is our intent to work on that brief and stop procrastinating, it is our intent to lose that ten pounds and exercise more, or it is our intent to stop a behavior that is bad for us. But another side of us wants to watch television and eat fatty snacks and/or anything else to avoid doing that task or implementing change. This battle of wills brings us to the Jekyll and Hyde Syndrome that just could be the greatest roadblock to personal change. Most psychological theories support that humans are made up of several different selves. Literature too supports this theme describing the inner struggle within us. A strong example of this inner turmoil is the story of Dr. Jekyll and Mr. Hyde.

Recalling A Strange Case of Dr. Jekyll and Mr Hyde is the original title of a novella written by the famous Scottish author Robert Louis Stevenson that was first published in 1886. The work is commonly known today as The Strange Case of Dr Jekyll and Mr Hyde, Dr Jekyll and Mr. Hyde, or simply Jekyll & Hyde. It is about a London lawyer named Gabriel John Utterson who investigates strange occurrences between his old friend, Dr. Henry Jekyll, and the evil Edward Hyde. (3) In Robert Louis Stevenson's work, there are two personalities within Dr. Jekyll, one apparently good and the other evil.

Ironically, recently I discovered how Theodore Bryant, MSW (Human Behavior Specialist), in his book Self-Discipline in 10 Days, cleverly used Robert Louis Stevenson's novel to express how we can sharpen the skill of self-discipline to make change in our lives. In this book, Bryant explains how one part of us wants to use self-discipline to manifest change and that part is Dr. Jekyll. On the other hand, there is another part of us that fights change and that part is Mr. Hyde. He believes that "...we all have a rebellious side to our personalities that resists any form of structure. " (3) In fact, Bryant accepts that we bring this rebellious seed from our childhood: "The child we once were still lives inside us, and every child battles authority. Hyde, the name we will call your inner childlike rebel, battles any form of authority, even if the authority is you. Hyde subconsciously says: "nobody can tell me what to do, not even me." Equally as important to understand, Hyde is that part of us that knows all of our weaknesses, fears, and insecurities. Sadly, Hyde also knows how to use them against us. Bryant says "this devious little imp inside you plans to employ every method of manipulation available to keep you from following your action steps to change."(4)

Using Bryant's Jekyll and Hyde Syndrome, Hyde will childishly resist cooperation with Jekyll. Rather than have Dr. Jekyll and Mr. Hyde sabotage your plan for change, as well as your self-discipline skill, Bryant suggests that you incorporate this awareness of the struggle between selves and deal with the part of you that offers resistance. Because Hyde is cunning, baffling and powerful and has zoned in on such tools as cynicism, negativism, defeatism, escapism and delayism - you can learn to fight him on his level.

Cynicism:

According to Bryant, Hyde is a master cynic. Expect that your efforts at implementing this self-discipline system will be constantly bombarded with cynicism from within "it's too difficult to change, etc" Your Dr. Jekyll can combat this cynicism by having faith in your ability to improve.

Negativism:

Negativism will combat your optimism with negative self-talk. According to Bryant, Hyde wants to keep you from multiplying your powers of self-discipline. If that can be accomplished by dampening your spirit, Hyde will do so by reminding you of all that is wrong with the world. It can change your attitude and your attitude can work for you or against you. In other words, believe in your Dr. Jekyll.

Defeatism:

As Bryant puts it: Remember, a part of you does not want self-discipline so Hyde will attempt to drown your enthusiasm by pointing out all your perceived shortcomings, then use them to trick you into self-defeat.

Escapism:

Believe that life, for the most part, is based on the cause-and effect principle. In your life, your actions are the cause; the results of your actions (or non-action) are the effects. According to Bryant, Hyde will try to divert you from the day's goals. In fact, Hyde will coax you toward another activity that will instead provide some sort of escape.

Delayism: (Procrastination)

Whether it is Bryant's program **to Self-Discipline in 10 Days**, or another trait or habit that you are trying to change through self-discipline, it is imperative to recognize whether a given delay is working for you or against you. Bryant believes that this question must be constantly addressed if Hyde's tactic of delayism is to be neutralized.

Using the skill of self-discipline and knowing the roadblocks to successful change as pointed out above – you can change. Remember, it has been said “If you could give the person who is responsible for most of your troubles a kick in the caboose, you wouldn't be able to sit down for a month.” For more information on this or for those of you who wish to make changes in your life – call (302) 777-0124 or e-mail cwaldhauser@de-lap.org.

References and Suggested Reading:

- (1) **Life Coaching for Dummies**, Jeni Purdie, **Becoming Your Best Self**, 2nd Edition, P. 65.
- (2) **Willpower and Self Discipline**, What is Self-Discipline – Definitions by Remez Sasson.

- (3) Strange Case of Dr. Jekyll and Mr. Hyde – Wikipedia, the free encyclopedia.**
- (4) Self-Discipline in 10 Days, by Theodore Bryant, MSW (HUMAN BEHAVIOR SPECIALIST), Hub Publishing, 2011, P.8**
- (5) Self-Discipline in 10 Days, by Theodore Bryant, P. 9.**

*"We must find some spiritual basis for living, else we die".
Bill Wilson, personal correspondence.*

Ironically, Bill Wilson never did "get religion," but he did get sober; and he did find a spiritual basis for living. In fact, spirituality serves as the foundation of the twelve-step program, Alcoholics Anonymous, which has since become the model for nearly every self-help recovery organization.

So what is personal spirituality?

For the purposes of this article, spirituality is not religion. Realistically, however, distinguishing spirituality from religion is a difficult task. According to the definition of the University of Maryland Medical Center, spirituality has been defined in numerous ways and these ways include, but are not limited to:

... a belief in power operating in the universe that is greater than oneself, a sense of interconnectedness with all living creatures, and an awareness of the pulp and meaning of life and the development of personal, absolute values. It's the way you find meaning, hope, comfort, and inner peace in your life. Although spirituality is often associated with religious life, many believe that personal spirituality can develop outside of religion.

Albeit, it seems then that spirituality is not religion although you can be both religious and spiritual. It seems too that spirituality is like health. We all have health. Our health can be good health or poor health, but it's something we cannot avoid having. The same is true of spirituality: it seems that every human being is a spiritual being. So the question is not whether we "have spirituality" but whether the spirituality we have is a negative one that leads to isolation and self-destruction or one that is more positive and life-giving.

As the term "spirituality becomes a more comfortable term in the Western world, to write columns about wellness without addressing the concept of personal spirituality would be a gross injustice to the concept of a balanced life-style/wellness. In fact, today, we know that a successful wellness program combines one's physical, mental, emotional, social and spiritual health into a quality way of life. Clearly, spiritual wellness is imperative for our overall well being. Unthinkable a decade ago, today it is not uncommon to see corporations, universities, law schools, and even bar associations to include spiritual wellness to foster a healthy, balanced lifestyle and to combat fatigue and burnout.

Moreover in times of crises, most individuals of every generation and every culture have been known to seek help from a divine source. This divine source may be: God, the Great Spirit, the universal mind, cosmic consciousness, creative intelligence, or whatever your spiritual path leads you to name it.

Personal Spirituality and Coping:

Quoting again from the data compiled from the University of Maryland Medical Center, spiritual practices tend to improve coping skills and social support, foster feelings of optimism and hope, promote healthy behavior, reduce feelings of depression and anxiety, and encourage a sense of relaxation. Bottom-line, it is with strong personal spiritual wellness that we often get through very difficult life-events. It gives us resilience to deal with life on life's terms.

Your Personal Spirituality Toolbox:

First, you need to be willing to strive to see your life from a higher perspective. To find personal spirituality, you don't need to believe in a specific doctrine or religion, but you need to consider that higher powers are available to help you in your life.

George W. Kaufman, in his book, The Lawyer's Guide To Balancing Life & Work, writes:

Being open to spirituality is a path to opening our hearts. Although we can't force our hearts to do anything, we can create a trusting environment and see what changes. That environment can be created by a practice – something you commit to do on a regular basis. P. 201

Second, remember that personal spirituality is the way you find meaning, hope, comfort, and inner peace in your life.

For example a great tool for personal spirituality is the best-known version of Reinhold Niebuhr's Serenity Prayer and translation for all:

God, grant me the serenity to accept the things I cannot change.
The courage to change the things I can,
And the wisdom to know the difference.

God: Saying this word I am admitting **ONLY** the existence of a
Consciousness or a Higher Power that is greater than I.

Grant: Saying this second word, I am admitting that this consciousness or
Higher Power is able to bestow and give to me and to others.

Me: I am asking something for myself. Holy books say that if I ask
sincerely, it shall be given. It is not wrong to ask for improving myself.
For with improvement my character, both I and the people around me
will be happier, and my relationships will have a better chance to
improve.

Serenity: I am asking for calmness, composure and inner peace in my life which

Will enable me to transcend my ego, to think straight and to govern myself properly.

To Accept: I am resigning myself to conditions as they are right now. I am living in the now, the present moment.

The Things: I acknowledge my tragedy, death, suffering, illness and pain, as part of my life neither good nor bad. I accept my humanness and fallibility. I am accepting my lot in life as it is. Until I have the courage to change any part of my life I don't like, I must accept it, without doing so grudgingly.

I cannot change: I cannot prevent these events or conditions from happening to me or to others

Courage: I am asking for strength of my spirit to face the negative parts of my life conditions without flinching.

To Change: In facing these negatives directly and honestly, I am asking for my life conditions and myself to be different for me. I am taking an active part in this changing.

The things I can: I am asking for help to make the right decisions, everything is not the way I would like it to be in my life. I must continue to face reality and constantly work toward my continued growth and progress.

And wisdom: I am asking for the ability to rise above my ego (and we know many in the legal profession have a strong ego) and form sound judgments about my life and myself. I then use my ability to ask for guidance from others, a Higher Power and myself.

To Know: I want to be able to understand clearly truths of fact.

The Difference: I want to see things differently in my life so that I will be more aware of myself and of others. I need to sense a definite value in loving over being selfish.

Anonymous

For more information on this and other Wellness subjects, contact DE-LAP by phone (302) 777-0124 or by e-mail cwaldhauser@de-lap.org

References:

1. This story, often retold, is based on details drawn from many sources, as reported in Ernest Kurtz's research study, Not-God: A History of Alcoholics Anonymous, (Center City, MN: Hazelden Educational Services 1991.)

2. The World Health Organization cites spiritual well being as critical to overall well being. (Stress and Human Spirituality, Chapter 7, p. 165.
3. University of Maryland Medical Center, (<http://www.umm.edu>).
4. George W. Kaufman, , The Lawyer's Guide To Balancing Life & Work, New Tools for Old Issues, ABA Law Practice Management Section, Second Edition, (2006),P.201 .

Nuts and Bolts of Work/Life Balance

9.23.14

Tuesday @ 5 – SESSION 3:
Time/Life Management:
A Lawyer's Blueprint to Change

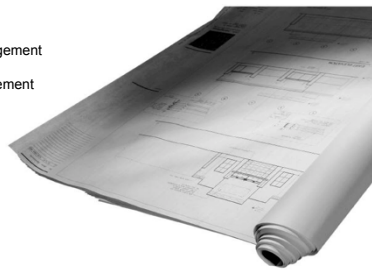
Carol P. Waldhauser, Executive Director
The Delaware Lawyers Assistance Program (DE-LAP)

BLUEPRINT FOR CHANGE

Outline:

Time Management

Life Management



BEING A LAWYER



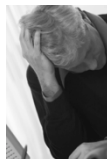
Hard work is good for the mind, body and soul. In the legal profession, however, the boundaries separating one's professional and personal life have changed drastically. Today's lawyers contend with:

Time pressures

Technology

Billable hours/Cash flow

Inadequate time for a personal life



A SUMMARY



Lawyers and judges are extremely independent and self-sufficient by nature.
It is not in their nature to admit anything that can be remotely perceived as a **weakness**.

Sadly, this independent, self-sufficient, workaholic, distress is literally killing people in our profession.

Ethical Problems Can Arise in Lawyers with Imbalance Issues.




Resiliency skills are important lawyering skills which can prevent ethical problems

BUT.....


If you are feeling stressed out, burned out, and not exactly "happy, joyous and free", and/or are suffering from the 3 uns (unhealthy, unhappy, or unfulfilled) - here are some suggested tools you can use to prevent and/or mitigate above conditions - both professionally and personally.



A. Professional Time Management Skills:



COMPASS: Use to monitor your direction in life



CLOCK: Use to monitor your speed in life..

Important and Urgency

TOOL #1:



Understand, evaluate, and improve the thoughts, emotions, and values that cause you to mismanage your time in the first place.

Do important things first!




First Things First:

Know what is important (focus on what is most important in your life)


Spending time on tasks that you do not consider important creates stress. When you clarify what is most important (what you value) and do as many important things as are possible every single day, your life changes in a profound way!

Another reason so many lawyers experience stress is that too often their Days are absorbed by activities that are urgent. Although some urgent Activities in law are inevitable – many of them are caused by time wasters!




20 Time Wasters:

1. Management by Crisis	11. Meetings
2. Telephone Interruptions	12. Paper Work
3. Inadequate Planning	13. Unfinished Task
4. Attempting Too Much	14. Inadequate Staff
5. Drop-in Visitors	15. Socializing
6. Ineffective Delegation	16. Confused Authority
7. Personal Disorganization	17. Poor Communication
8. Lack of Self-Discipline	18. Inadequate Controls
9. Inability to say "No"	19. Incomplete Information
10. Procrastination	20. Travel




I am not a Time Waster but to boost your efficiency, you first need to identify your primary Time-wasting habits. Tip: Keep a log on hand-out form.

TOOL #2




Interruptions are among the most difficult time-wasters that lawyers experience. "Got A Minute"?



Tip: Whenever possible and without hurting your ability to serve clients or perform leadership functions – do not allow important work to be interrupted.



TOOL #3



"I work better under pressure because I have no choice when time runs out!!!!!!"





I don't think so! By definition, you work more efficiently and think more clearly when you do not Procrastinate, really....

PROCRASTINATION PREVENTION


"I am procrastination. I come in different guises. I am sometimes obvious. I am sometimes hidden. But I am always there, lurking, waiting, and preparing to crash into your life at any moment when you are vulnerable. I hold power over your life. When you flee from Me, you strengthen me. Even if you vanquish me for a while, I'll come Back when you are least aware. I have the power to befuddle your life Again and again."

William Knaus, Ed.




Procrastination Causes-

1. EMOTIONAL PAIN
2. FEAR OF FAILURE
3. LACK OF INTEREST



PROCRASTINATION PREVENTION

1. Take Baby Steps
2. Five Minute Plan or 6 minute lawyer
3. Know Your Goals – Why are you practicing in the first place?
4. Rank Priorities
5. Write Down Your Plans
6. Work Out a System
7. Do It Now – Not Later
8. Allow Slack in Timetable
9. Learn To Say No
10. One Thing At A Time
11. Know Your Prime Time
12. Know You Are Not Perfect



TECHNOLOGY -

Every day you are flooded with demands on your time as an attorney. Whether it's in-person or by phone, email, snail mail or text message – your time gets leeched away from what you originally planned to do during the day.

1. Stick to your game plan where feasible
2. When a new task comes in, determine whether it is an emergency.
3. If the task is an emergency – handle it today or delegate/outsource it to someone who can take care of the matter for you right away.
4. If the incoming task is not a true emergency, do the work you've already scheduled for the day, and postpone action on the new item – but diary it.
5. Check e-mail only at certain times during day – silence the bings.....
6. For Focus: Place computer to the side or in back of you.

MORE TOOLS.....

1. Set goals for both professional and personal life – use that compass.
Example: Write down the goals and keep them in a place where you can refer to them several times a day. Tip: Identify what you want to do when you grow up/for the rest of your life; then write down 3 personal and 3 professional goals – baby steps to achieve it.
2. Remember the 80/20 Rule: it is a shorthand way of saying that your activities will create unequal results even if you invest the same amount of time and effort. Bottom-line – rewards for providing legal representation are not equal per client. Identify the vital few clients who produce the majority of your income. Create a marketing plan to clone them. AND GET RID OF THE STINKERS.....
3. Use Templates and Checklists as much as possible – remember 6 minute Rule.

HEALTH- NEGATIVE REMINDERS

AGAIN AND AGAIN:

Good Health is essential to saving time plus extending your lifespan. Because of your responsibilities as a legal professional, it may seem Like you carry the weight of the world on your shoulders. Let's face it – sometimes you do!

In addition to the burnout rate (many attorneys stop practicing law within 5 years of graduation), there's high rates of substance abuse as a coping Mechanism.

Look at the obituary section of your state bar – chances you will see attorneys Who died in their 30,40,50, and 60s. In addition to "natural" causes, many kill themselves through stress. REMEMBER, NO PROFESSION IS WORTH THAT ACCEPT AND CHANGE.....

POSITIVE RECOMMENDATIONS



That lawyers and judges take the time to develop and adhere to a daily routine of stress management tools such as:

1. A Healthy Diet
2. Exercise
3. Meditation
4. Yoga
5. Simple things such as learning to say no to new tasks when overburdened and stress out.

Prevention Tip #1

- Re-assess you balance of career success versus personal fulfillment.
- Sacrificing time with family and rarely having time for interests outside work and the practice of law indicates a potential need for recalibration.
- Make it a point to set goals to better balance work and play.



PREVENTION TIP #2



Don't allow yourself to become isolated.

Get out of the office and the house and make sure you are still genuinely and openly involved with friends and engaged in extra curricular activities and hobbies that are not in any way associated with being a lawyer or practicing law.

PREVENTION TIP #3



Listen to others. Pay attention to signs that perhaps you need to change problematic interpersonal habits and pessimistic thinking.

PREVENTION TIP #4

Don't bring your "lawyering" home with you. Being skeptical, judgmental and striving to always be "right" with friends and family can destroy those personal relationships. PLUS, YOU WILL BE UNPOPULAR!




BALANCING WELLNESS

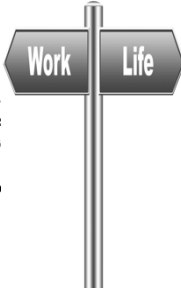
1. Self-Responsibility & Love
2. Breathing
3. Sensing
4. Eating
5. Moving
6. Feeling
7. Thinking
8. Playing & Working
9. Communicating
10. Intimacy
11. Finding Meaning
12. Transcending




Physical Dimension - This dimension is related to sound nutritional practices, maintaining proper weight, participating in regular exercise, getting enough sleep, engaging in physical activity, avoiding risky behavior and restricting intake of harmful substances.




Career Dimension - This dimension is related to finding balance among various life roles as people engage in fulfilling work and related activities, and identifying leisure activities that will provide a sense of life satisfaction.



Social Dimension - This dimension is related to sharing friendships, family relationships and group memberships. It entails using empathy and active listening skills, caring genuinely about other people, being open to care from other people, and committing to the common good of the community, the legal profession, the nation and the world.




Spiritual Dimension - This dimension is related to maintaining a sense that life is meaningful, employing a continuing quest for value and purpose, searching for clarity, committing to peace and contentment in life, and developing the fortitude to continue in the face of obstacles.



(The Wellness Lifestyle Workbook: Self-Assessments, Exercises and Educational Handouts, John J. Liptak, EdD, Ester A. Leutenberg, Whole Person Associates, Duluth, Minnesota, Introduction.)

Emotional Dimension - This dimension is related to understanding personal feelings, maintaining a relative even emotional state, accepting one's own limitations, expressing emotions effectively, adjusting to change, and maintaining good, healthy relationships with other people.



Reconnect with the Rewards of the Work...What's Working?



(Seriously)

ARE YOU WILLING TO CHANGE?

When we are confronted with change, either through necessity or choice, we are being given an opportunity to redefine ourselves and to choose an outcome that will allow us to grow and to be fulfilled.



WHY DE-LAP?

1. Mission: (A) to protect clients from impaired lawyers and judges
(B) to help lawyers and judges get treatment for alcoholism, drug addiction, and other mental health problems including, but not limited to, organizational/wellness coaching for transition.
(C) to educate the legal community about these issues.
2. Confidentiality: (A) Confidentiality is the cornerstone of DE-LAP
(B) There is never any reporting and only demographic information is made public.
(C) Confidentiality guaranteed by Rule 8.3 of Rules of Professional Conduct.

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Nuts and Bolts of Work/Life Balance

9.30.14

No Material

9.30.14