

# **Creating More Time For Life**

## **INTRODUCTION**

We have talked with people from all different types of occupations and from all different levels within organizations –from lawyers to secretaries, from carpenters to doctors – more professions than we can list, and all of them have been able to redesign their jobs to create more time to care for their children, an aging parent, get involved with their communities or some other life passion. If there is one thing we have learned, it's that there is a way that every job can be redesigned to be done more effectively and efficiently to create more time for life outside of work.

What we have also noticed when collecting these stories is that many of the people we spoke to followed the same basic steps: (1) they began by really thinking big about what their ideal situation would be, worrying less about what the norms were at work and instead focusing more on what was really possible (2) they used a dual agenda to design their solutions, which means they looked for ways to “redesign” their work so that it was both good for business and good for their own needs, and (3) they came up with a back-up, or contingency plan, just in case they encountered problems putting their first choices around work redesign in place.

The following describes some of the things you need to consider if you are interested in redesigning your work to create more time for life. We have also included a number of real life examples to help illustrate each of these concepts. If you find yourself getting distracted as you read along by concerns about what supervisors may say about your position's flexibility, write these thoughts down, but don't let them derail you from the process. Redesigning work means thinking differently about how you will accomplish your work, but it won't change your goal of getting the work done well.

As you will see throughout this guide, our job is to encourage you to think about your job as if you were your own boss. Then when you are done, to your boss's surprise, you may have even come up with changes that actually improve how you, and your employer, work – a point that is clearly illustrated throughout the guide.