

The Juggler: SIO Strategies for Time Management and Work-Life Balance

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Discussion Questions

- What do you consider to be the **top priorities** of your job? What is that prioritization based on?
- How do you ensure that you **address these priorities**? When do you let them slide?
- What are the **most fulfilling aspects** of your job? Do you spend as much time on them as you would like?
- What aspects of your job are **not currently getting enough attention** from you? What would allow you to devote the attention they need?
- How do you feel about your current level of **work-life balance**? Are there aspects of your non-work life to which you would like to devote more time?
- What activities, both at work and outside of it, could/should you **spend less time on**?
- What **institutional/managerial policies** help or hinder your ability to achieve work-life balance? Are there avenues to change and improve these?
- What **advice** can you offer for colleagues and your staff on time management and maintaining work-life balance?

To report back:

*What are the **top three insights/strategies/pieces of advice** that emerged from your group's discussion?*