



JIM HARSHAW JR.

Revealing Failure as the Path to Success

Success Through Failure Podcast

Action Plan Episode #280

Secrets to Finally Achieving Work-Life Balance: Practical and Actionable Tactics for Success in All Areas of Your Life

A balanced life is something that most of us seek to attain. A balanced life to become the ever-present parent and at the same time, live a successful professional life. A balanced life where you have the time to give attention to your physical and mental health while still running your flourishing business. And whatever version of a balanced life you wish to achieve.

For decades, the term “work-life balance” is something that we have been familiar with. Gurus and life coaches have thrown around this practice here and there, but in this era when maintaining a balance between our personal and professional life has gone blur, how do you manage to carry this balance?

In this episode, we'll talk about the PRACTICAL and ACTIONABLE tactics that you can incorporate in your life so you can find that perfect work-life balance that you can actually exercise and maintain.

Top Quotes From This Episode

“Work-Life Balance is a subjective view of one's distribution of time, energy, and focus, invested between personal and professional pursuits.”

“Technology deployed for a very specific thing that you care about in a very structured way can give you really big benefits. Technology bound into your life casually—or used without rules and consideration has a way of making things worse.” -Cal Newport from [STF Episode 268](#)

“Balance is not something you achieve, then it's like cruise control for the rest of your life. It's always a struggle. You always have to work at this. It's not something that, when you get there and when you figure out the solution, then it's done, you don't have to do it. No, you have to keep applying that solution.”

Show Notes

This episode touches on the following key topics and ideas:

- **What is “Work-Life Balance” (6:08)**: Work-Life Balance is a subjective view of one's distribution of time, energy, and focus, invested between personal and professional pursuits.”
- **“Work-Life Balance” vs “Work-Life Integration” (7:01)**: The difference between “work-life balance” and “work-life integration.” On looking at “work-life balance” past the idea of a “traditional balance”: Perfectly balancing one's professional and personal life.
- **How to Create Work-Life Balance (9:49)**: Define what you want in the various areas of your life and [create goals](#) that you want to achieve in terms of your: (1) Relationships, (2) Self, (3) Health, and (4) Wealth. The adverse effect of having a “Single-minded Focus.”
- **Great Examples of Personalities Who has Work-Life Balance (11:57)**:
 - Honest Tea CEO, [Seth Goldman](#)
 - A Better Way Athletics Founder, [Heath Eslinger](#)
- **Goal Setting Work Session 2021 (14:14)**: Join the Goal Setting Work Session 2021 happening on DECEMBER 30, 9:00 - 11:00 AM (ET). Just go to <https://jimharshawjr.com/2021> to know more.
- **Technology (15:47)**: Like author and professor, [Cal Newport](#), leverage technology to help you stay balanced in life. Check out [this episode](#) for tech hacks to get more done and help you be more productive.

Here are some useful tools to help you manage your social media accounts and emails:

- [News Feed Eradicator for Facebook and Twitter](#)
- [Inbox When Ready](#)
- **Ways to Leverage Technology (19:19)**: As [“Getting Things Done” author, David Allen](#), promulgates, use our minds as a CREATIVE device, NOT a STORAGE device. Utilize technology to offload daily information. Use a to-do list app like [Asana](#), [Trello](#), or [Todoist](#). Also, responsibly use social media as an aggregator.
- **Productivity (20:52)**: Maximize your productivity. Get more done at work and have time to be more present in the other areas of your personal life.
- **Teamwork (22:40)**: Who are the people—can be your family, friends, colleagues—in your life who always got your back? Find yourself an “Accountability Partner” who can help you stay in balance and call you out

when you're over-committing. Have somebody to talk to outside of your own head who can help you see past your blind spots.

- **Maintain the balance (26:55):** Gaining balance is not a one-time, big-time thing. It's something you have to constantly work on—whether you're IN or OUT of balance.
- **For the leaders (28:42):** If you're a leader—whether you're a manager, CEO, or if you're a part of an organization—it is valuable that you promote work-life balance. Work on helping your constituents or employees to show up at their best by giving attention to their personal fitness and health.

Practice [Productive Pause](#) or the short period of focus reflection around specific questions that leads to clarity of action and peace of mind.

List of Resources Mentioned in the Episode

JimHarshawJr.com/YOUTUBE

JimHarshawJr.com/WORKLIFEBALANCE

Stephen Covey's ["The 7 Habits of Highly Effective People"](#)

JimHarshawJr.com/GOALSETTING

Cal Newport's books:

["Deep Work Rules for Focused Success in a Distracted World"](#)

["Digital Minimalism Choosing a Focused Life in a Noisy World"](#)

David Allen's ["Getting Things Done: The Art of Stress-Free Productivity"](#)

Business Insider article by Chris Weller, ["Forget the 9 to 5 — research suggests there's a case for the 3-hour workday"](#)

JimHarshawJr.com/PRODUCTIVE-PAUSE

Want to talk to a personal performance coach?

Want to consider executive life coaching? Claim a spot on Jim's calendar for your free one-time clarity call: JimHarshawJr.com/APPLY

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Other Episodes Referenced

[#15 Interview with Seth Goldman, CEO of Honest Tea](#)

[#266 "You Don't Belong" - Defeating Doubt and Living with Purpose with Heath Eslinger](#)

[#269 Why Goal Setting Is Important and How to Do It: The Definitive Guide for How to Set and Achieve Meaningful Goals](#)

[#268 Deep Work, Digital Minimalism, and Doing Your Highest Value Work with Cal Newport](#)

[What is Deep Work Summary: Interview with Cal Newport](#)

[#116 A Process to Increase Productivity, Stay Focused and Get the Right Things Done with Worldwide Influencer David Allen of Getting Things Done](#)