WOMEN OF THE ANA LUNCH NOTES
WORK-LIFE BALANCE September 28, 2015

Books recommended by Women of ANA for work life balance

Richard Swenson author:

Margin: Restoring emotional physical financial and time reserves to overloaded lives;

Contentment: the secret to a lasting calm; In search of balance: keys to a stable life;

A minute of Margin: Restoring balance to busy lives 180 daily reflections

LEAN IN: Women, Work, and the Will to Lead! By Sheryl Sandberg with Nell Scovell
228 pp. Alfred A. Knopf.

The 8th Habit: Finding your voice and helping others to find theirs (Scott Peck)

Ann Marie Slaughter: New Yorker Magazine article

Time Magazine article on work life balance: http://time.com/3962801/millennial-work-life-balance/

TED talks:
- Sheryl Sandberg TED talk 2010: Lean in
- Amy Cuddy TED talk 2010 : body language; Power Poses

ARTICLES:
- Carnes, M et al. Why John is more likely to become department chair than Jennifer. Trans Am Clin Climatological Ass, Vo 126;2015:197-214
- Travis et al. Sponsorship: a path to the academic Medicine C-suite for women faculty? Academic Med 88;2013:14141417


**APS**: insight timer App: meditation

**AVOID BURNOUT**: At the point of being overwhelmed
- take stock and reduce specific responsibilities
- explain rationale to leadership with understanding, they are usually supportive
- stay organized and prioritize what is important
- stay in the moment
- strategies to deal with overwhelming will need to change as you go on--what worked 10 years ago, may not work now
- Recognize burn out before it happens and take steps to shift gears to avoid it

**ADVICE FROM THE WOMEN OF THE ANA:**
- Choose the right spouse/partner
- Know yourself; be true to yourself
- Surround yourself with positive people and let go of people who get you down
- Define what makes you happy
- Do not be afraid to delegate--Delegate when you can
- Do not shy away from what you know
- Be proud of yourself
- don't check email too much or on vacation
- Schedule vacations regularly
- Passion for what you do at work and life
- Balance is not the right word--juggling more like it
- FLOW: find what gets you into flow--activities that hours fly and you are moving with it; find what flow activities make you less overwhelmed.
- Do not go after perfection--somethings can be "good enough"
- Give something on your plate that doesn't give you energy and give the opportunity to someone else--it may be an opportunity for others
- Women tend to underestimate talents-- "put on your costume" that you are competent and in charge
- Prioritize all of the tasks
- Say "no" more often
• limit something e.g. article review, study sections
• Take a sabbatical—or many mini-sabbaticals – or frequent vacations!
• Doing a fun physical activity or sport with family via a TV game box program can give you an opportunity to exercise as well as spend time with kids or other family members.
• Take out meals once in a while depending on budget;
• Riding your bike to work can really be a great stress reliever, and in addition you don't need to find additional time in your day to exercise.
• Sometimes just taking 3 deep breaths in between seeing patients during a busy clinic day - just before entering the room - can really help center oneself.
• Don't answer the phone during family dinners.
• Outsource some of the home chores when you can - like housecleaning even if it's just once a month for the deep/bathroom cleaning.
• Treasure the time you have with your kids, because it's all too short
• Make a date night once a week with your spouse, significant other, or friend, and DON'T talk exclusively about work or chores.

NEGOTIATION:
• Be a "Colombo" to negotiate--help me understand how we will do ....
• advocate for resources at work so you aren’t having to be the doctor, nurse, medical asst, social worker, practice manager, educator
• Never ask for permission

MENTORSHIP
• Every junior woman faculty member should have access to female mentors as a formal relationship.
• Identify different mentors for different things
• Get advice to be successful in clinical research when you are in a new faculty position
• How to restart when there has been a 1-2 years break
• Not all mentors are good; sometime you get bad advice and you can't accept all the advice all of the time
• The ANA has a mentorship program coming soon

TIME FOR FAMILY
• timing to have a child--not always possible to plan everything;
  • just do it--
  • Do the Best you can
  • ask is this activity at work more important than getting home to my family?
  • no single mentor will meet all of your needs. Collect them as you go.

TIME MANAGEMENT
• don't feel bad about cutting corners--pay close attention, men do it too and don't apologize for it
• time management strategies are crucial
• Turn off email when you are writing
• Do a time management analysis--how do you spend your time?

nominate/promote/vote for women to get awards and accolades. It is time that seniors/leaders in the field reflect the demographics of the entire field

INSTITUTIONAL SUPPORT
• One university has a women in neurology "happy hour" which is helpful for encouragement and collaboration
• Work with institution to get more resources to work as a team--women do better with team work

SUGGESTIONS FOR FURTHER ANA WOMEN LUNCH:
• How to negotiate salary, support staff with chair
• How to eliminate unconscious bias we have towards our women colleagues
• How to get successful female mentors for people without such resources at her institution
• Imposter syndrome--what is it, and how to combat it