Work-life balance: Don't ask your family and friends to call you "boss"

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Being a leader at work can easily spill over into your home life. Sometimes it can be hard to switch out of work mode.

Maybe you've even caught yourself asking your teenager to e-mail you a homework status report. Or directing your significant other to please call "IT" to see if your computer speed can be improved. Or insisting that your best friend always book the tickets for movie night even though you're choosing which picture to see.

Acting like the boss all the time in your personal life might not be so well-received by family and friends. If you feel like you've forgotten how to be "just one of the gang," here are some ideas that can help:

Let others make decisions. At work, your opinion is the final word. At home, be sure to make room for everyone's preferences.

Be flexible. If things don't go exactly according to plan, that's okay as long as no one gets hurt. Smile and go with the flow. *Bonus tip:* Try to avoid saying something like, "This will be reflected on your next performance review!"

Offer leadership, but only where appropriate. Small children need you to be a leader. But once they start striking out on their own, there's a balance between their need for autonomy and guidance. Micro-managing your kids can lead them to be dependent even when they don't need help. Likewise, your adult family and friends might appreciate you taking the reins sometimes. But probably not all the time.

Try not to take work home. Talking about work or working in your off hours can easily get to be a habit. But your family and friends might prefer to spend time with you on other things. If it's been a while since you've enjoyed a hobby or a fun night out together, now might be the best time to see if you can pencil, ink or type something into your schedule.

Leave your inner boss at the office. It helps to invent a ritual for transitioning from work back to home life. Some people make the shift with the closing of their office door or the powering down of their computer. Others use the trip home to decompress.

However you turn off your work self at the end of the day, your family and friends will thank you for it.