

Chapter 4 Exercises

1. Assess Your Workplace

For each of these questions, indicate how much you agree or disagree with the statement (1 = strongly disagree, 2 = disagree, 3 = neither agree nor disagree, 4 = agree, 5 = strongly agree)

Schedule Autonomy

- _____ 1. I have the freedom to decide what I do on my job
- _____ 2. It is basically my own responsibility to decide how my job gets done
- _____ 3. I have a lot of say about what happens on my job
- _____ 4. How easy is it for you to take time off during your workday to take care of personal or family matters

Career Consequences

- _____ 5. There is an unwritten rule at my place of employment that you can't take care of family needs on company time
- _____ 6. At my place of employment, employees who put their family or personal needs ahead of their jobs are not looked on favorably
- _____ 7. If you have problems managing your work and family responsibilities, the attitude at my place of employment is: "you made your bed, now lie in it!"

- _____ 8. At my place of employment, employees have to choose between advancing in their jobs or devoting attention to their family or personal lives

Supervisory Support

- _____ 9. My supervisor is fair and doesn't show favoritism in responding to employees' personal or family needs
- _____ 10. My supervisor accommodates me when I have family or personal business to take care of- for example, medical appointments, meeting with child's teacher, etc.
- _____ 11. My supervisor really cares about the effects that work demands have on my personal and family life
- _____ 12. My supervisor has expectations of my performance on the job that are realistic
- _____ 13. My supervisor is understanding when I talk about personal or family issues that affect my work
- _____ 14. I feel comfortable bringing up my personal or family issues with my supervisor

Follow-up questions:

Based on your responses, think about the following:

- How much control do you have over your work schedule?
- How happy are you with your level of control?
- Brainstorm three things you can do to expand the control you have over your work schedule?
- How supportive is my workplace of employees' family concerns?
- How supportive is my workplace of dads and their concerns?
- Considering this level of workplace support, does this give

you more or less freedom to act in ways to balance work and family?

- How supportive is your supervisor in general?
- How supportive is your supervisor of your work-family concerns?
- How could you work with your supervisor or persuade him/her to be more accommodating?

2. Are you a Segmenter or an Integrator?

These items were developed by Kossek and Lautch, for their great book, *CEO of Me: Creating a Life That Works in the Flexible Job Age*, Financial Times Press, 2008. I found them listed in an article on the *Financial Times* website

For each of these questions, indicate how much you agree or disagree with the statement (1 = strongly disagree, 2 = disagree, 3 = neither agree nor disagree, 4 = agree, 5 = strongly agree)

- _____ 1. All in all, I try to keep work and personal life separated most of the time.
- _____ 2. Except in an emergency, I generally try to take care of personal or family needs at work only when I'm on break or during my lunch hour.
- _____ 3. During my workday, there is very little blurring of boundaries between time spent on work and time spent on personal activities.
- _____ 4. It is clear where my work life ends and my family or personal life begins.
- _____ 5. I rarely attend to personal or family issues during the workday.
- _____ 6. I almost never do extra work after normal work hours.

- _____ 7. In general, I don't take work-related phone calls or e-mails during evenings, weekends, holidays, or vacations.
- _____ 8. In general, I talk as little as possible about my family or personal issues with most people I work with.
- _____ 9. I usually handle e-mails related to my family or personal life separately from e-mails related to my work.
- _____ 10. When I'm at home, I rarely think about work, so I can fully get away from my job.
- _____ 11. If I work or ever were to work from home, I would work in a space that is designated for that purpose only.
- _____ 12. I do not think about my family, friends, and personal interests when at work, so I can focus.

Integrators tend to mark 1 or 2 to most items. Segmenters tend to select 4 or 5 to most items.

What implications do your results have for your preferred working style? For your strategy to improve your work-family balance?