

11 Tips for Work/Life Balance and Success

It's important to most of us to get ahead in our career so it's common to succumb to cultural and peer pressure at work. Plus there's the added pressure we put on ourselves. If you want to feel less stressed, more confident and have greater clarity, read my 11 Tips for More Work/Life Balance.

#1 Start Your Day with a Positive Attitude.

Get out of your head and into your body: whatever that means for you. It might be going for a run or walk, taking a spin or yoga class or simply being quiet and meditating. Your intention is to be grounded, present, confident and ready to face the day.

#2 Be Authentic and Stay True to Who You Are.

When I was 28, I had an interview with an executive who would eventually hire me for my first sales manager job. He asked me, how will I change if I make a lot of money? It was an interesting question. Was he asking me, would the money go to my head? The truth is, my values have never changed, despite periods of my career where I've earned a lot of money. Perhaps your lifestyle changes when you have more money, but your values don't have to. You are the same person at work as you are at home so show up in business as your authentic self.

#3 It's Not About the Hours. It's About Results.

Don't stay in the office late because "everyone else is doing it". I learned early in my sales and sales leadership career to never confuse activity with results. It wasn't about how many sales calls I went on. It was about making sure each one had a successful outcome. Don't get me wrong, I spent my fair share of late nights at the office early in my career. But ultimately, it's all about performance - how much you can make happen in a given timeframe, not the actual time you put into it.



#4 Don't Be Concerned About Being Liked.

Listen. We all want people to like us. But don't make it a priority at the expense of realizing what you want to accomplish. If others are uneasy with your success or feel insecure around you, it's not your job to make them feel comfortable. Of course, self awareness and grace go a long way. But in general, I suggest: own your confidence, leadership and charisma and be a role model for others around you.

#5 Know What You Want.

I'm one of those people that gets passionately attached to an idea. Once I do, I've been known to have an unrelenting focus to make it happen. Picture a dog with a bone - assertive! You don't need the same fervor, but you do need a clear vision of what you want to create and a strategy and plan to get you there. You can always change a plan, but if you don't have a plan to begin with, it's hard to change, right?

#6 Ask for It.

Once you're clear on what it is that you want, ask your potential client, boss or employee, for whatever it is. "I'd like to build a strategic partnership with you and your company", "I'd like to manage a sales team focused on this vertical", "I'd like to work with you", "I'd like to be promoted to VP, here's why I've earned it". You can't expect things you want to happen magically. You have to Ask. Also, if you don't ask, you'll never know what you could have gained.

#7 Compete with Yourself.

It's easy to put energy into what your colleagues or friends are doing or achieving. Many company cultures thrive on promoting competition among their workforce. I say, stay focused on the activities that will bring YOU the results you want. Giving your attention to others takes your eye off the prize of being the best you can be. And here's the thing: your experience, values, strengths, skills, passions and your DNA are totally unique. Embrace your individuality, and it will lead to your ultimate success. Don't compete with others: compete with yourself.

#8 Don't Expect a Certain Outcome.

This is a controversial statement. I'm a huge believer in having high standards, a clear vision, and specific goals to get you where you want to go. Simultaneously, I've learned to not expect a certain outcome. Business expectations are a breeding ground for disappointment. Shit happens within your own company and often with your clients. Expectations of a product launch happening on time or revenues coming in at a specific time - you get the drill. Be open to how situations unfold and always have a plan B. If you remain flexible, the outcome may be better than you anticipated.



#9 Ask for Forgiveness. Not Permission.

The maverick in me likes this one. Truth be told, you've got to learn to use your instincts to be successful in business, and that requires making gut level decisions. If you're waiting for someone to tell you what to do, you're probably in the wrong role or place. The more you rely on your instincts and intuition, along with your real life experience, the better you'll be at making sound business decisions.

#10 Speak Up.

If you have ideas that can improve your company's performance, announce them! I don't mean endlessly offering information that hasn't been requested. But if you have feedback on ways to do things better, propose a thoughtful solution. The only way companies can get better is if employees and customers provide their honest, constructive feedback.

#11 Go for It.

Taking risks isn't for everyone. Fear is what usually prevents us from doing something that is uncomfortable. Common thoughts can be "what if I fail", "what if it's the wrong decision", "what will people think of me." Be aware of your fears, acknowledge them, just don't let them stop you from going after what you really want! Change the conversation in your head to: "I might be intimidated, but this will work! I so got this!"

If you are an entrepreneur, company executive, or ready to take the next step in your career, I may be the perfect high performance consultant to help you align yourself with your business goals. I know what it's like to be in your shoes. I get it. I've held executive level positions with technology companies and founded an executive search and consulting practice. My focus is working with progressive, results-driven women leaders who want to more powerfully navigate their world and career.

To learn more about me, Amy Matthews, go to: womanunruled.com.

To know what it's like to work with me, I offer a free 45 minute coaching session. Men, you're welcome, too!

For your 45 minute free coaching session, sign up here.

Let's create a fulfilling, abundant and balanced LIFE - for you.



Amy Matthews | Woman UnRuled

woman UnRuled