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Work-Life Balance & Time Management: What We Really Need is Integration and Rhythm

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Work-Life Balance & Time Management

This session will equip you with practical tools to:

- Build routines
- Set priorities
- Maximise productivity
- Identify the causes and impact of work-life integration
- Maintain work-life integration



The University Challenge

Time Management Struggles

- 68% of first-year students struggle with time management. The average student juggles 15 hours of classes and 20 hours of study.

Balancing Commitments

- It's essential to balance academic, social, and personal commitments. This helps to avoid burnout and maintain well-being.



Time Audit

Conduct a personal time audit to understand how you spend your hours.



Identify Time-Wasting Activities

Identify time-wasting activities that drain your productivity.



Recognise Peak Hours

Recognise peak productivity hours to schedule important tasks.

Understanding Your Time



Rate yourself honestly on each statement from 1-5

1 = Rarely true for me

2 = Sometimes true for me

3 = Often true for me

4 = Usually true for me

5 = Almost always true for me

1. I prioritize tasks using a framework like the Eisenhower Matrix (urgent/important)
2. I set SMARTER goals (Specific, Measurable, Achievable, Relevant, Time-bound, Evaluated, Reviewed) for important projects
3. I begin each day with a brief moment of mindfulness or intention-setting

Time Management Strategy

- SMARTER Principles
- The Eisenhower Matrix
- Objectives, and Key Results (OKRs)



SMARTER Principles – Goal Setting and Action Planning



Specific (S): Goals should be specific and well-defined. They should answer the questions: What do you want to accomplish? Why is it important? Who needs to be involved? Where will it happen? Which resources or limits are involved?



Measurable (M): Goals should be measurable so that progress can be tracked and assessed. This involves quantifying or qualifying the objectives so that you know when you've achieved them.



Achievable (A): Goals should be realistic and attainable. While they should stretch your abilities, they should still be within reach. Set goals that are challenging yet feasible given the resources and constraints you have.



Relevant (R): Goals should be relevant to your overall objectives and aligned with your values and long-term plans. They should be meaningful and contribute to your personal or organizational mission.

SMARTER Principles – Goal Setting and Action Planning Cont.



Time-bound (T): Goals should be time-bound with a deadline or timeframe. This helps create a sense of urgency and prevents procrastination. It also allows for better planning and prioritization of tasks.

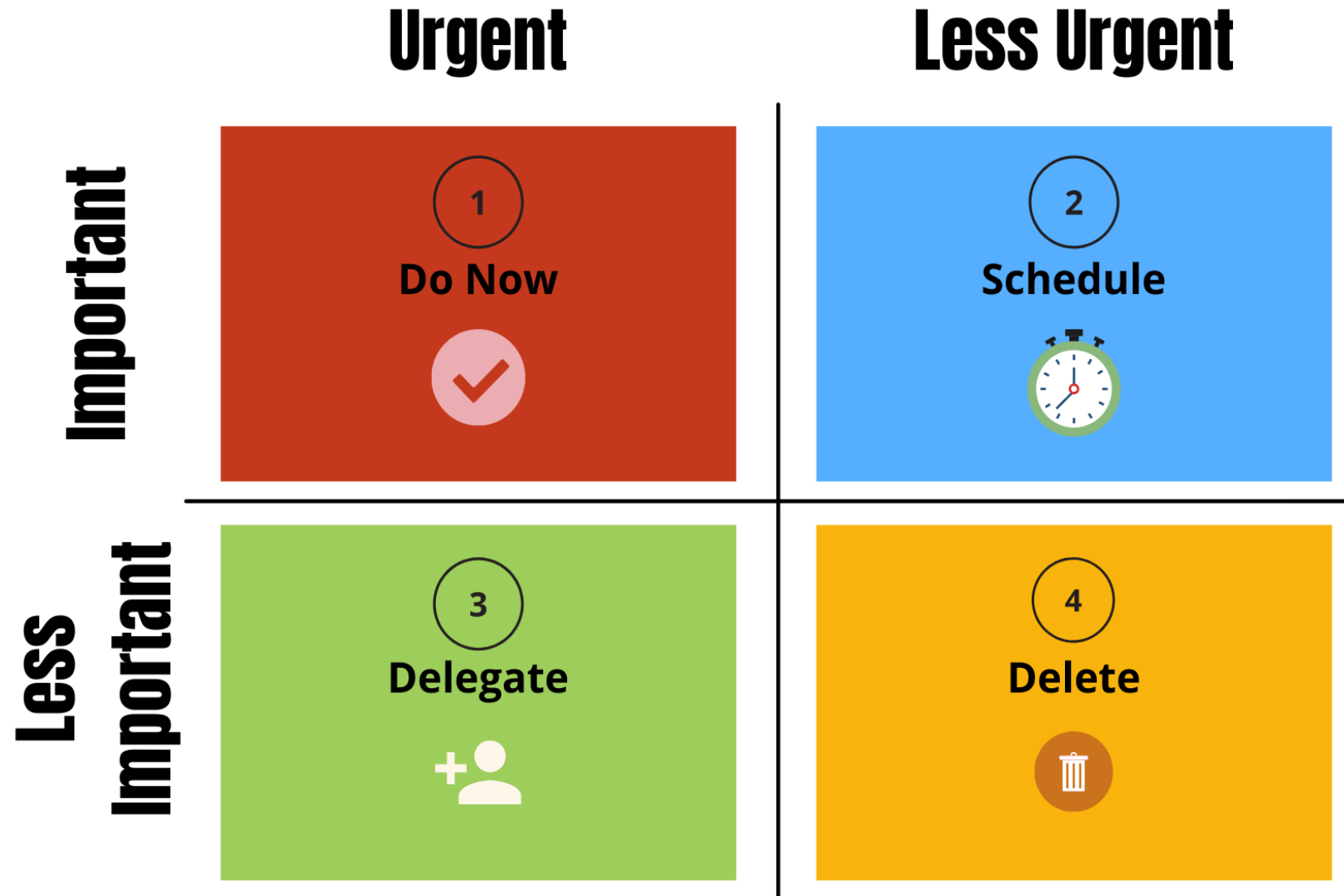


Ethical (E): Goals should be aligned with ethical principles and considerations. This involves ensuring that your goals do not harm others, violate laws or regulations, or compromise your integrity or the integrity of your organization. Ethical considerations should be integrated into the goal-setting process to ensure that your actions are morally sound.



Rewarding (R): Rewards can serve as incentives to motivate you to pursue and achieve your goals. Rewards can be intrinsic (personal satisfaction, sense of accomplishment) or extrinsic (financial incentives, recognition). By incorporating rewards into your goal-setting process, you create positive reinforcement loops that encourage continued progress and effort.

Eisenhower Matrix – Urgency & Importance



4. I can identify when I'm most productive during the day and schedule important tasks accordingly
5. I successfully manage distractions and interruptions during focused work time
6. I delegate tasks appropriately, when possible, rather than trying to do everything myself

Some Scary Work-Life Balance Stats



- 59% of employees have considered quitting a job specifically because of a lack of balance between work and personal life
- A significant portion of people leave their jobs due to poor work-life balance and unhealthy work boundaries
- A lack of work life balance is a major contributor to job burnout and employee turnover.

Impact of Poor Work-Life Integration

Burnout

Fatigue

Diminished capacity to manage personal & work responsibilities.

Reduced job performance

Hindered career growth.

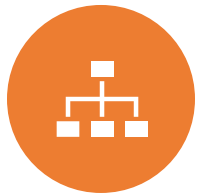
Strained personal relationships

Increased stress & dissatisfaction.

Employee disengagement

Higher turnover rates

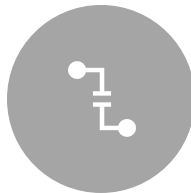
Causes of Unhealthy Boundaries



Evolving Roles: Telework has blurred the lines between personal & work life.



Poor Communication: Not clearly communicating work expectations, availability & personal boundaries leading to misunderstandings & boundary violations



Boundary Permeability: Boundaries between work & personal life are too flexible, leading to conflict.



Unrealistic Expectations: Employers setting unrealistic deadlines or workload expectations, pushing employees to work beyond reasonable limits.



Lack of Self-Awareness: Not understanding personal limits leading to overcommitting and difficulty setting appropriate boundaries.



Lack of Support: Insufficient support from management or colleagues can make it harder to maintain healthy boundaries in the workplace.

OKRs – Objectives and Key Results

- **Objectives:** What is to be achieved, no more and no less.
- **Key Results:** Benchmark and monitor how to get to the Objectives.



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OKRs Cont.

OKRs	Due Date
Objective 1	
Key Result 1	
Key Result 2	
Key Result 3	
Key Result 4	
Key Result 5	

Maintaining Work-Life Integration



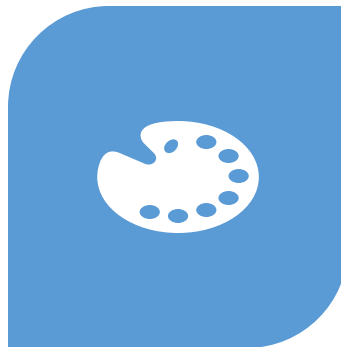
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ENHANCED JOB
PERFORMANCE



ENHANCED
ENGAGEMENT



ENHANCED OVERALL
WELL-BEING.



7. I build small breaks into my schedule to maintain energy and focus
8. I consciously assess how I spend my time and make adjustments to improve productivity
9. I maintain a healthy balance between study tasks and self-care activities
10. I complete what I start rather than leaving multiple projects or assignments unfinished

Your Quiz Results

10-20 points: Time Management Novice

- You may frequently feel overwhelmed by demands on your time. Focus on implementing basic prioritization techniques like the Eisenhower Matrix and creating simple morning routines.

21-30 points: Developing Time Manager

- You have some effective time management strategies but may struggle with consistency. Work on setting clearer priorities and establishing regular routines.

31-40 points: Effective Time Manager

- You manage your time well in most situations. Continue refining your ability to prioritize effectively and maintain focus despite distractions.

41-50 points: Time Management Expert

- You excel at managing your time and energy. You likely have well-established systems for prioritization and follow-through. Continue optimizing your approach and helping others develop these skills.

Thank You

Questions & Answers



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