

Harvard Children's Hospital

Family & Work: Setting Your Priorities

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Talking points:

Multitasking means focusing on a single task within a defined time; avoid doing two tasks at the same time.

Set up a routine for work and for family activities; develop them into "habits" for everyone so that no one needs to remember them.

Handle chaos with calm and emotional stability; avoid reacting, identify the key causes and devise a plan or a strategy for each element.

Do not focus on problems; look for solutions.

Let go of the desire to control everything; but gain a better control on what you must manage well.

Manage expectations but communicate ahead of the event and repeatedly during the process.

Shed guilt and happily accept compliments.

Manage your health & simplify your money matters (eat less & exercise more; buy less and use existing items more; have separate credit cards for business and household; save \$1 to \$5.00 per day in a cookie jar for discretionary spending on "comfort items" or rewards).

Minimize passing judgments; heal wounds by forgetting and if possible forgiving.

Volunteer for the common good; don't ask if it has any personal benefits.

Commit to an act of "random kindness" every day until it becomes a habit. Your outlook of life will be transformed.

Good luck and best wishes to you at work and with your family.

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