**The Myth of the Work/Life Balance for Small Library Directors**

**Learner Guide**

Being the director of a small library means that you often can, and do, do it all! It can be a challenge to find the balance between your personal and professional life, but organization, planning and creativity can all help make time for what’s important to you. But so can flexing the muscles that allow us to let go of what we can’t control, manage expectations (including our own), and appreciate that ‘less than perfect’ can be the secret to a balanced life. Join us to explore ideas to better delegate, cross train, and collaborate, and how to live with a job done well-enough, in service of yourself and your community.

See full webinar description and additional resources: <https://www.webjunction.org/events/webjunction/myth-work-life-balance.html>

**Presented by:** Cindy Fesemyer, Principal and Founder, [Fesemyer Consulting, LLC](https://fesemyerconsulting.com/) and Trustee for the Madison Public Library (WI)

|  |
| --- |
| **What are your goals for viewing this webinar?** |
| **Personal Goals** |  |
| **Team Goals** |  |
| **Assessing the Work/Life Imbalance** |
| When you’re overwhelmed with all the balls in the air/those you’re dropping, it might be time to pause and reflect on your work/life imbalances. Think of tasks of any size.* What are the work tasks you see as a priority you are not able to accomplish?
* What are the work tasks you could delegate, deprioritize, or even drop from your list?
* What are the home tasks you seeas a priority you are not able to accomplish?
* What are the home tasks you could delegate, deprioritize, or even drop from your list?
 |
| **Empowering Others** |
| Creating clearer expectations and communicating those expectations can help to ensure staff have the time and tools to work effectively as a team. Consider the learning topics relevant for staff and volunteers that could be supported through delegation and cross training. Which skills would empower them to take on new responsibilities, and that could be moved from your list of responsibilities? Consider those tasks that are important for multiple people to know how to do!1.
2.
3.
4.
5.
 |
| **Getting to Good Enough**  |
| Who knew how hard it could be to let tasks we do be “good enough!” As Cindy shared, the time we free up in our lives can be transformative, when we learn to let go of perfection. As you move through the coming weeks, take note of those times when you might create more space for the “small moments,” by acknowledging completion when tasks are done “good enough.” How can you articulate and affirm this practice for others in your work or personal life? Give them permission to be “good enough” and model work life balance practices! |
| **Perspectives on the Important Things in Life** |
| What’s on your list of important stuff that has nothing to do with libraries? What do you hope to prioritize in your personal time?Are there new things that you wish you had more time for? Are there things your friends or family have encouraged you to try? |
| **Action Plan: (include next steps, when, who, etc.)** |
|  |