

Creating a Flexible Work Environment

Upcoming Online Seminars

3/1/22 – Sleep Basics

4/1/22 – Mindfulness for Everyday Life

5/1/22 – Start the Conversation

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Finding the perfect balance between keeping your employees on track while giving them autonomy can be challenging. Cultivating workplace flexibility can help you make sure the needs of both the employee and employer are met.

Workplace flexibility means adapting to change in a way that leads to enhanced productivity and success. This involves prioritizing the quality work versus the specificity of how that work is accomplished. Start integrating more flexible strategies into your organization to boost team loyalty and company profitability.

Increase employee autonomy

When you let your employees self-organize and avoid micromanaging, productivity skyrockets. According to one study, as autonomy increases, so do employee engagement and job satisfaction. This means *trusting* your employees. You should still check-in and verify projects have been completed, but giving your team more freedom with

their work helps them improve their focus, stay motivated and get the job done more efficiently.

Experiment with new methods

Sometimes, it might be prudent to consider using new tools, adjusting work schedules or brainstorming different ways of organizing projects. A flexible environment also means offering more than one option for how things get done. Sticking to traditional procedures might feel easier or more comfortable, but taking risks with innovative new ideas can help you find the best solutions to problems. The bottom line: Exercise flexibility and consider what works best for accomplishing company goals and improving employee productivity.

Offer feedback and guidance

Listening to what your employees have to say can help you delegate work to the right people. Try to accommodate the work preferences of your employees. If someone works best with detailed feedback while another prefers a quiet workstation, try adapting to the needs of

your team. A flexible workspace can help boost work-life balance for both you and your team while improving employee retention.

Create a culture of openness and collaboration

Finally, creating a flexible workplace means giving employees a space to share their ideas and concerns, establishing open communication and practicing inclusion. Sometimes, especially during a crisis, it can be tempting to withhold information or criticize employee performance. If instead you view mistakes as learning opportunities and openly share information, you can problem-solve as a team to prevent a similar situation in the future.

With workplace flexibility comes trust, openness, respect and adaptability. Whether at your job or outside of it, the willingness and ability to change course based on the unique demands of a situation will help you accomplish goals more efficiently and reduce overall stress.

The Resiliency Toolkit

Some of life's stresses may be unavoidable, but cultivating resiliency, or the ability to grow from the difficult situations, can help you return stronger than before.

For resources, tools and tips to help you build resiliency, visit www.resiliency.tools today.

Managing Leadership Stress

The duties of leadership can take a toll. The pressure of performing well, setting an example for those around you and overcoming challenges can lead to increased stress, long workdays and sleepless nights. Caring for your wellbeing is important every day but especially during times of high pressure and heavy workload. Start combatting leadership stress and get back to feeling your best.

Learn to say no. Saying no can be challenging. You may not want to appear disagreeable, but turning down requests is vital to setting boundaries, avoiding burnout and giving yourself greater autonomy. This also means knowing when to walk away from a project. Challenge perfectionism and ask yourself if something is more of a "need" or a "nice to have."

Improve work-life balance. It can be tempting to rack up the hours at work, especially in a leadership position, but neglecting leisure time and other responsibilities can increase fatigue and lead to missed events and time with loved ones. Make sure you're setting boundaries by managing time spent in different areas of your life.

Delegate tasks. It's okay to ask for help. It can be tempting to try to do it all, but by doing so you may lose focus and invite more stress. Sometimes, you will need to assign responsibilities to others so that you can focus on the most pressing tasks where your expertise is required.

Take care of your health. Recovery and self-care are equally as important as hard work when it comes to being a successful leader. Getting enough sleep, staying active, eating healthy foods and setting aside time for leisure activities are all important stress reducers. It may feel difficult to take breaks or prioritize your health, but doing so will help you be more productive and have more energy to lead effectively.