

# At home with Eurika - monthly newsletter



July 2008

Welcome to the first edition of "At Home With Eurika". Each month we'll summarise interesting articles relating to achieving a healthy work life balance. Every issue will also be packed with useful hints & tips to encourage you to make a difference in your life and help you achieve success both professionally and personally.

This month we focus on how you can get more personal time by working smarter not longer!

We're always interested to hear of success stories from people or companies who have embraced the flexible working culture. If you would like to share your story or techniques please send your emails to [news@eurika-trc.co.uk](mailto:news@eurika-trc.co.uk)

## Excerpts From News Articles

### Flexible working website for senior managers launched

A free flexible working website to help senior managers work more flexibly has been launched by charity Working Families.

Work Re-tune is designed to encourage more senior employees to take up flexible working in the UK. It aims to help those staff work out how to implement more flexibility in their roles by asking them questions about their role and assess opportunities, barriers and concerns.

Sarah Jackson OBE, chief executive of Working Families, said: "This unique new resource challenges the myth that senior roles cannot be flexible. It helps both senior people and their employers to think afresh about how a role can be done differently. Successful flexible working at a senior level is a win for both the organisation and the employee".

[www.personneltoday.com](http://www.personneltoday.com)

[www.workingfamilies.org.uk/retune](http://www.workingfamilies.org.uk/retune)

### Men must make more use of flexible working rights ...

Fathers have been urged to make use of new rights to flexible work when the government extends the law on flexible employment next April.

Imelda Walsh, Human Resources Director of Sainsbury's, who advises the government on the future of flexible work, has warned that mothers are making far more use of the existing right to request flexible work than fathers.

Her warning, in an interview with The Times, comes as ministers said today (15 May) that all parents with children 16 years old or under would get the right to request flexible work, in line with Ms Walsh's recommendations. The right is currently restricted to parents with children under six years old.

The right to request was introduced in 2003 and about one million more parents with young children are now working flexibly as a result. Under the change, 4.5 million more parents will become eligible.

"This is an issue of importance to both men and women so it is a concern that men are less likely to ask to work flexibly, then twice as likely to be turned down. We need to tackle that and make sure they do not feel nervous about making the request," she said.

"It is also important that men should know flexible work is not always about reducing your hours. It's also about where you work, when you start and finish, and with school sometimes that can make all the difference."

[www.timesonline.co.uk](http://www.timesonline.co.uk)

## Eurika TRC News

### Free advertising for recruiters

We are proud to launch our recruitment advertising service aimed at helping rising professionals and executives find flexible employment.

Companies who recognise and appreciate that staff work harder by having control over their working hours and/or location will be interested in trialling our service absolutely **FREE OF CHARGE**.

To learn more about placing an advert or to search for a job visit [www.eurika-trc.co.uk/recruitment.aspx](http://www.eurika-trc.co.uk/recruitment.aspx)

### Training

Here are some of the areas we cover:

- Motivate and retain talent
- Work smarter not longer
- Improve your communication skills
- Return to work after a career break

To learn more about our bespoke and public training courses visit [www.eurika-trc.co.uk/training.aspx](http://www.eurika-trc.co.uk/training.aspx)

### Coaching

Working with a personal coach can help you achieve your personal and professional objectives.

Visit [www.eurika-trc.co.uk/coaching/overview.aspx](http://www.eurika-trc.co.uk/coaching/overview.aspx) to learn more about how coaching can help you and your organisation.

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## Latest News Continued...

### Flexible working: Self-management is the key

A new study of seven leading companies by Cranfield School of Management, in collaboration with Working Families, has debunked some myths and revealed some surprises about flexible working. It found that:

- Informal flexible working, for example working at home one day a week, or working non-standard hours, is far more widespread than formal arrangements, such as part-time working. About 70 per cent of people working flexibly in these companies said they had informal arrangements.
- Overall, women are not more likely than men to work flexibly. Women are more often found in formal arrangements, but informal flexible working is as common among men as women.
- Flexible working is found even in the toughest, most competitive businesses. The companies involved in the research included Microsoft, which comes top of this year's large company ranking of Best Workplaces in Europe, but also Citi and Lehman Brothers, the investment banks, and the defence aerospace business of Rolls-Royce.
- Nearly half of managers say flexibility has a positive impact on the quantity of work delivered, and most of the other managers say it has no effect. The vast majority of managers also report a positive or neutral impact on the quality of work.

As regards loyalty, flexible workers score themselves significantly higher than non-flexible workers in terms of their commitment to their organisation. Their self-assessment is backed up by managers and colleagues. Moreover, flexible workers are significantly less likely than others to believe that moving between companies is important for their careers.

[www.FT.com](http://www.FT.com)

## Eurika TRC - Time Management Suggestions

### Gaining control of your time

#### Idea #1

Over a period of 1-2 weeks make a note of how much time you spend on the following waste of time activities:

- Distractions from work colleagues
- Managing non essential emails
- Unnecessary/unstructured meetings
- Internet surfing
- (and any other items relevant to you and your industry)

By the end of the period you will have a very good idea of which time wasting activities need to be urgently addressed.

#### Idea #2

Task	Due Date	Impact H M L	Priority H M L
A	01/07/08	Low	Low
B	02/07/08	High	High 2
C	01/08/08	High	Medium
D	30/06/08	High	High 1

Also consider creating a structured 'to do' list like the one below and populate it with tasks for a period of approximately one month.

Cross off items completed and keep adding to the list; don't make a fresh list each day. At the end of the period notice which items have remained on the list throughout the duration, then decide to **DELETE** them, **DELEGATE** them, or **DO** them.

#### Idea #3

When taking on a task always over estimate how long it will take to complete. This will ensure you allow for unexpected delays and give you some breathing space to complete the task to the best of your ability. You will also look professional by completing the task on time or even over delivering (i.e. completing the task before the expected date).

## The real cost of all work and no play

Working hours in Britain are among the longest in the western industrialised world.

Individuals are working in excess of 48 hours per week,

We are working extreme hours at the expense of our health with absenteeism costing the UK a massive £11.6bn per year, according to the CBI (Confederation of British Industry) [www.cbi.org.uk](http://www.cbi.org.uk)

### Thought provoker

The great dividing line between success and failure can be expressed in five words; "I did not have time."

**Franklin Field**

### Did you know

#### Parento's 20/80 Principle

Of the things you do during your work day, only 20 percent really matter because that 20 percent will generally produce 80 percent of your results.

### Recommended reading



**Eat That Frog!**: 21 Great Ways to Stop procrastinating and Get More Done in Less Time **by Brian Tracy**



**The One Minute Manager** : Increase productivity, profits and your own prosperity **by Kenneth H. Blanchard**

### Industry quote

"Work/life balance is becoming increasingly important for today's professionals, and it is obvious that employers need to adjust their benefits packages to respond to this trend.

As CIMA members are in such great demand, it is important for employers to offer a good all round package – not just financial, but work/life - to recruit and retain top performing staff."

**Rick Sturge, CIMA Director of Employer and Strategic Development**

[www1.cimaglobal.com](http://www1.cimaglobal.com)