

# Your Work/Life Matters



Presented by Amy Myszka, Director of Wellness & Work/Life Balance

# In This Presentation:

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Your Most Valuable Resource

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Using The Matrix

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Concierge Services

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REV-UP

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Additional Resources



# TIME

Your Most Valuable Resource

# Eisenhower Matrix

“What is important is seldom urgent and what is urgent is seldom important.”

- Dwight D. Eisenhower

# Using The Matrix

	Urgent	Not Urgent
Important	Putting out the fire Hospital emergency Phone calls from boss	Preparing for seminar Planning for wedding Working on project
Not Important	Answering phone offers Random interruptions Doing the lawn	Watching TV Playing video games Gossiping

# Time Matrix—Q1

Urgent *and* important

- Important deadlines
- Last minute preparations
- Important meetings
- Emergencies/crises

# Time Matrix Q2

Non-urgent *but* important

- Personal development
- Training
- Relationship building
- Health/exercise
- Prevention planning

# Time Matrix Q3

Not important *but* urgent

- Some emails/phone calls
- Some meetings
- Many interruptions
- Some popular activities



# Time Matrix Q4

Not important *and* non urgent

- Trivia, excess TV
- Some phone calls
- Time wasters

# How Do You Spend Your Time?

- How do you think you spend your 168 hours per week?
- Track your time for 1 week
- What are you doing with your time?

# Good Time Management

- Brings balance to your life
- Helps you to be more prepared
- Builds confidence
- Reduces stress!
- Helps you become your personal and professional best.

# Good Time Management

- [www.eisenhower.me](http://www.eisenhower.me)
- [pomodorotechnique.com](http://pomodorotechnique.com)

# Concierge Services: NYS Balance

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Confidential resource free to state employees and their families.

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Consultants available 24/7

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Describe the services you need, and get a detailed list of referrals that meet your needs

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Additional resources; articles and interactive tools.

# What Can I Call About?



“My son has recently been diagnosed with ADHD. Are there any parent support groups I can join?”



“My son is just starting school and we are interested in a summer camp program but we don't know where to start.”



“After the recent storm our roof started leaking, we need names of roofers who can start next week.”

# Additional Topics

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Pet Care

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Travel and Vacation Planning

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Financial

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Errand Services

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Housing Options

# Referrals

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3 - 5 referrals

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Referrals are confirmed

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Provided within 12 business hours (6 hours for urgent requests)

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# Legal Assistance

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Free 30 minute consultation

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Analysis of the situation

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No document review or creation

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25% discount off the attorney's hourly fee



**Divorce/  
Custody**



**Criminal  
Matters**



**Estate  
Planning**



**Real Estate**



**Landlord/  
Tenant**



**Bankruptcy**



**Personal  
Injury**



**Small Claims**



**Adoption**



**Will  
Preparation**

# Financial Assistance

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Free over the phone  
counseling

Debt management

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Budgeting

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First-time home purchase

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Foreclosure prevention

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Managing college expenses

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ID theft recovery

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# Care Coach

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Qualified geriatric care manager

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Assessments and care plan development

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Web-based resource care center

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# NYS Balance

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1-866-320-4760

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TTY/TTD: 1-866-228-2809

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[www.nysbalance.ny.gov](http://www.nysbalance.ny.gov)

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Username: nys • Password: balance

# REV-UP

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Retired **E**mployees **V**olunteer **P**rogram

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Founded 1990

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Many skills and expertise

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Maintain their UB connection

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Approximately 71,000 hours of service

# REV-UP Projects

Alumni Engagement  
Campus Bloodmobiles  
Campus Living  
Campus Parking  
CFA  
Community Day  
Community Relations  
Comptroller  
Medical Education  
Medical Emeritus Faculty  
Medical School  
Admissions

MMS  
Music  
Off-Campus Services  
Passport Services  
PSS  
SEFA  
SONY  
Special Events  
UB Foundation  
University Life & Services  
Wellness

# Request REV-UP Assistance

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E-mail: [rev-up@buffalo.edu](mailto:rev-up@buffalo.edu)

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Call: 645-5357

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Online: [buffalo.edu/wwlb](http://buffalo.edu/wwlb)

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Project description and # of volunteers

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2-3 weeks notice



# Benefits to Department

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Reducing organizational stress

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Freeing up staff to allow them time to attend classes and trainings

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Improving customer service at events

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Completing projects in a timely manner

# Additional Resources

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[supercook.com](https://supercook.com)

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[paperkarma.com](https://paperkarma.com)

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[calm.com](https://calm.com)

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[haveibeenpwned.com](https://haveibeenpwned.com)

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[ifttt.com](https://ifttt.com)

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[eshakti.com](https://eshakti.com)

# Join our Listserv

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e-mail:  
[wellness@buffalo.edu](mailto:wellness@buffalo.edu)

You will be added to our  
listserv

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We will send you our  
newsletter

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Share the opportunities with  
your colleagues, and family

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**Thank you!**