WORK-LIFE BALANCE

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NORK



THE MOST POPULAR ACTIVITIES AT THE OFFICE

- Reading news websites (1 hour, 5 minutes)
- Checking social media (44 minutes)
- Discussing non-work-related things with co-workers
- Searching for new jobs (26 minutes)
- Taking smoke breaks (23 minutes)
- Making calls to partners or friends (18 minutes)
- Making hot drinks (17 minutes)

NOTIFICATIONS

- Slack, E-Mail, Instant Messaging
- Context Switching
- Feeling Busy

- Turn off notifications (Slack & E-Mail Clients)
- Check in batches

MEETINGS

- Not all meetings are crucial
- 1 hour meetings are exhaustive
- Multi-tasking during a meeting is terrible

- Do not attend all meetings
- I hour meetings to 30 minute meetings
- Standups

CORPORATE-RELATED

- Open Space
- Tasks, that don't add value

IT DOESN'T HAVE TO BE CRAZY AT WORK

- 8's enough, 40's plenty
- Library rules
- No "fakecations"
- Have less to do
- Promise not to promise

80-hour weeks Packed schedules Super busy E.dless meetings Over flowing inbox Unreals tic deadlines Can't sleep Sunday after soon emails No time to think Stuck at the office All-nighters Chat's blowing up

IT DOESN'T HAVE TO BE CRAZY AT WORK



SPORT

- Stress Relief
- Hearth Health
- More Energy
- Productivity
- Improved Immune System
- Weight Management



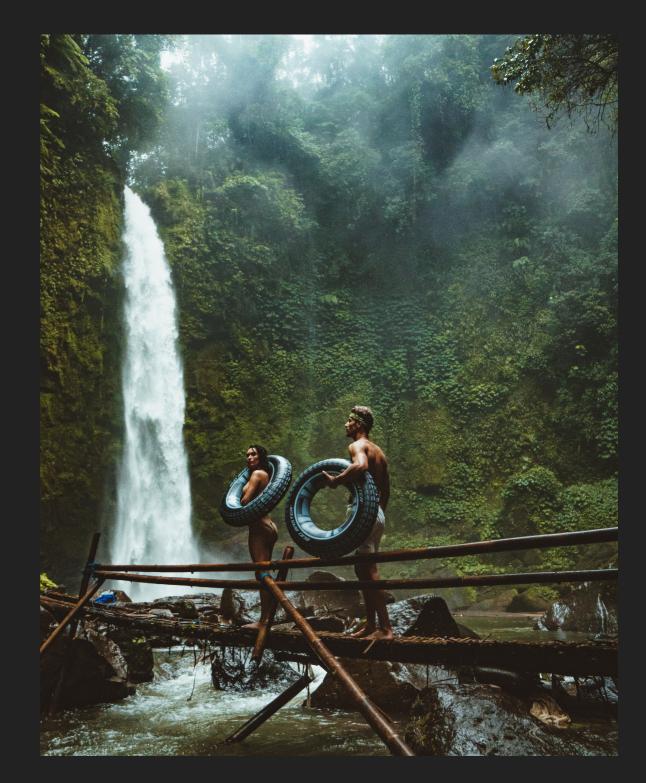
FOOD

- Stress Relief
- Better Mood
- Mental Activeness
 - Brain function
- Physical Activeness
 - Better shape



WATER

- Physical Performance
- Energy levels & Mood
- Weight Loss
- No Headaches
- No Constipation
- No Hangovers



MEANINGFUL SPARE TIME

- Relationships
- Relax
- Learning
- Travelling
- Sleep

SUMMARY

- Quality Office Time
 - Productivity
 - Focus on what's important
- Quality Spare Time
 - Unwind & Read
- Take Care of Yourself
 - Eat, Sleep, Drink (Water), Repeat

SOURCES

- https://hbr.org/2018/12/the-case-for-the-6-hour-workday
- https://www.inc.com/geoffrey-james/new-research-most-salariedemployees-only-do-about-3-hours-of-real-work-each-day.html
- https://basecamp.com/books/calm
- https://foodtolive.com/healthy-blog/nutrition-productivity-foodscan-affect-performance/
- https://www.healthline.com/health/nutrition-and-productivity
- https://www.healthline.com/nutrition/7-health-benefits-of-water

INVESTING IN THE WRONG THINGS

- Working on a feature that won't be used
- Focusing too much on an edge case
- Figuring something out that's not even a problem

- Spend time on the analysis. Come up with a minimum working solution first.
- Re-read the task every day before working on it