

LADIES WHO DON'T LUNCH



Jennifer Ward



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AGENDA – ROUNDTABLE DISCUSSION

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**WOMEN'S
LEADERSHIP
NETWORK**

▶ **Mentorship/Sponsorship**

Led by Tiffany Parker-Bogan
Account Executive Officer | Private & Non-Profit
Liability-Bond & Specialty Insurance, Travelers

▶ **Business Development/Professional Advancement**

Led by Wendy Testa Esq., Wilson Elser
Partner and Co-Chair of the Design Professional
and Complex Tort/General liability Practices, Wilson
Elser LLP

▶ **Advocating for “Norms”**

Led by Kim Mullins
Senior Vice President, Management Liability, USLI
Group

▶ **Confidence**

Led by Jennifer Ward Esq.
Managing Partner, Ward Law LLC

▶ **Personal Branding**

Led by Jill Ivey
Founder & Chief Storyteller
Jillletante Creative LLC

▶ **Work Life Balance**

Led by Chrissy Gutshall
Senior Underwriting Specialist, Financial Lines Division
Zurich North America

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**WOMEN'S
LEADERSHIP
NETWORK**

Mentorship/Sponsorship

Led by Tiffany Parker-Bogan, Travelers

MENTORSHIP & SPONSORSHIP



Having mentors and sponsors is key to professional development and career advancement. Performance is important but it's not enough. You need the support from others. No one rises to the top of the corporate ladder alone.

Both mentors and sponsors can help you grow in your career, but they are not the same. Mentors provide guidance and advice based on their experiences. Sponsors are advocating for you when you're not in the room which leads to promotion. It's important to know the difference so that you can identify and seek to have both in your network.

MENTORSHIP & SPONSORSHIP

TALKING POINTS



- Mentor vs Sponsor
- Benefits of Having a Mentor and Sponsor
- Choosing a Mentor
- Identifying Your Sponsor
- Paying Forward: Becoming a Mentor or Sponsor

MENTOR VS SPONSOR



Mentor

Someone who shares knowledge and provides guidance

Sponsor

Someone who actively promotes growth, provides access to opportunities at work, and/or advocates for career advancement.

BENEFITS OF HAVING A MENTOR AND SPONSOR



- Propels career advancement and professional development
- Fosters engagement
- Expands your network and knowledge
- Boosts visibility, representation and morale
- Promotes inclusion

CHOOSING A MENTOR



Mentorship relationships can be either formal or informal. Informal relationships tend to be developed naturally while formal relationships are usually established by your organization. Whether it's a formal or informal relationship the following steps can help you choose the right mentor.

1. Pick a mentor who shares your values and definition of success
2. Find someone who has attained specific goals that you are aiming for
3. Look for someone able and willing to build new relationships
4. Select a mentor who has differences that can challenge you

IDENTIFYING YOUR SPONSOR



When identifying your sponsor there are three primary characteristics they should have.

1. Decision-maker
2. Influence
3. Exposure to your work

PAYING FORWARD



- Become a mentor
- Advocate for high-performing individuals that are apart of an underrepresented group
- Open doors for those behind you
- Be open to share your experience and provide advice
- Seek to connect with individuals who are different from you

REFERENCE MATERIAL



Articles

<https://www.jporganchase.com/news-stories/the-importance-of-mentors-and-sponsors-in-career-development>

https://www.gallup.com/workplace/473999/mentors-sponsors-difference.aspx?utm_source=google&utm_medium=rss&utm_campaign=syndication

<https://hbr.org/2021/10/whats-the-difference-between-a-mentor-and-a-sponsor>

<https://www.forbes.com/sites/forbesbusinesscouncil/2022/03/07/use-sponsorship-and-mentorship-to-mitigate-burnout-improve-connection-and-increase-representation/?sh=72e36422572f>

<https://www.indeed.com/career-advice/career-development/how-to-choose-a-mentor>

TED Talks

https://www.ted.com/talks/carla_harris_how_to_find_the_person_who_can_help_you_get_ahead_at_work?utm_campaign=tedsread&utm_medium=referral&utm_source=tedcomshare

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Business Development Professional Advancement

Led by Wendy Testa, Wilson Elser

BUSINESS DEVELOPMENT & PROFESSIONAL ADVANCEMENT



Giving Back, Preparing the Future

PROFESSIONAL ADVANCEMENT



Do you agree with the following:

“Compared to men, women view professional advancement as equally attainable, but less desirable.”

“Women have a higher number of life goals than men, though a smaller proportion of these goals involves achieving power at work. Women also find high-level positions just as attainable but much less desirable than men, anticipating more negative outcomes and greater conflict with other life goals.”

Gino, F., Wilmuth, C. A., & Brooks, A. W. (2015). Compared to men, women view professional advancement as equally attainable, but less desirable. *Proceedings of the National Academy of Sciences of the United States of America (PNAS)*, 112(40), 12354-12359.

PROFESSIONAL ADVANCEMENT



Historical gender disparity in the workplace:

2015: Women are underrepresented in most high-level positions in organizations; Less than 5% of Fortune 500 CEOs are women, less than 15% of executive officers, and less than 20% of full professors in the natural sciences;

Both “demand-side” factors (such as gender-based backlash and discrimination in the workplace) and “supply-side” factors (such as individual differences in personality and preferences) are cited to help explain this gender gap;

2022: Women receive lower potential ratings and higher performance ratings than men. The gender gap in potential ratings accounts for up to half of the overall gender gap in promotions. *“Potential’ and the Gender Promotion Gap*, by A. Benson, D. Li, K. Shue, June 2022;

2023: 27% of top positions in Fortune 100 companies are held by women. “[W]hat has really expanded is the percentage of women in the executive, senior vice president roles, particularly in support functions, ... [women] get to them quicker than their male counterparts, according to the academic.

PROFESSIONAL ADVANCEMENT



What we know from studying how women and men approach professional advancement:

1. Women have more life goals than men and less are related to achieving power;
2. Women view promotions equally attainable but less desirable;
3. Women are less likely to go after high power positions even if it requires no additional effort.



PROFESSIONAL ADVANCEMENT



What Can We Do to Achieve Our Professional Goals:

1. Define your Goals;
2. Mentoring / Supporting Relationships – Men and Women Alike;
3. Ask for It (communicate) / Reach for It (don't second guess yourself);
4. Separate yourself from the herd but be a team player;
5. Demonstrate Leadership Skills (empathy, the Golden Rule)



BUSINESS DEVELOPMENT



- What do you see as women's biggest strengths in developing clients and business?
- What are some fundamental differences in the way men and women market business and clients?
- If you had to give one tip for successful BD, what is it?
- What do you find are the biggest challenges to developing clients and business as a woman?



BUSINESS DEVELOPMENT

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5 TAKEAWAYS TO IMPROVE BUSINESS/CLIENT DEVELOPMENT:

Dress for success (or as my sister likes to say, “you never know who you are going to run into at the grocery store); dress has taken a serious deep dive due to WFH; look good to feel good;

Master your mindset / Positivity - “Your thoughts become words, words become behaviors, then those words become habits.” If you’re able to change your inner narrative and tell yourself that you’re sure you can achieve success, you’re far more likely to make that success a reality than if you are doubting yourself or questioning your abilities;

Speak Up About Yourself - speaking about yourself and your goals and talents so you can start attracting the attention of people who are interested in working with you; the more you do it the easier it becomes (e.g. self evaluation; client monthly reports; quarterly/biannual WIN report);

Anticipate Needs and Provide Solutions - what can I do for you not what can you give me?

Responsiveness / Connecting with Clients -KEY to client retention and growth.



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Advocating for “Norms”

Led by Kim Mullins, USLI

ADVOCATING FOR “NORMS”

AWARENESS, ACCOUNTABILITY AND ADVOCACY



Norms are guidelines for how the team members will interact and communicate. Norms help to clarify the expected behavior of individuals on the team and prevent unnecessary conflict. Norms matter to a team because they lead to:

- Effective decision making
- Clear expectations for how the team interacts and performs

Team norms, are also defined as the guiding principles for employee conduct in the workplace, provide a standard set of behaviors and attitudes that allow each person on the team to know what is expected of them. Establishing norms for your team provides benefits including the following:

- Encourages group cohesion
- Keeps expectations fair

ADVOCATING FOR “NORMS”

TALKING POINTS



- What are the norms we are trying to advocate for?
- What challenges are you facing in your workplace as it relates to norms?
- What norms have limited or influenced success for women in your business?
- How do we raise awareness?
- How do you create team norms?
- How does conforming to get to the top impact advocacy?
- Do you see people conform to get to a certain level before they feel they can impact change?
- How do you advocate from your seat?

ADVOCATING FOR NORMS

Talking Points



- How do we pay, promote and educate?
- How do hiring practices and job descriptions read?
- Do you seek out diversity in your hiring pipeline?
- Do you follow fair compensation standards?
- Is there any training?
 - Unconscious bias?

ADVOCATING FOR NORMS

Awareness, Accountability and Advocacy



- What are the norms that have limited or influenced success for women in your business?
 - Queen Bee Syndrome and reverse queen bee syndrome
 - Protecting advancement
 - Preference of networking – Do people manage up to connect with higher positions?
 - Seek mentorship from women
 - My boss's success does not limit mine
 - Be aware of our biases
 - Learn to forgive – focus on what people do right
 - The broken rung of the ladder to management

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Acknowledge the invisible

- Who welcomes guests, gets the coffee, or loads the dishwasher?
- Who drives conversations? Does everyone share an equal voice in meetings?
- Who is talked over?
- How many women are in supporting roles to senior men?
- How many women make less money than men in similar roles?
- Which gender most often requests support for their family/childcare responsibilities?

Ask, then listen

- What does your day-to-day look like?
- What impacts you most in your role?
- What are your concerns when it comes to diversity and our company culture?
- What are the things that make you feel ostracized or alienated?
- How can I help? How can I best advocate for you?

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Push for change

- Be aware of the contribution of each member in meetings, and open up the conversation so female colleagues have space to contribute
- Sign up for initiatives that promote workplace equality
- If you're in a position to hire, commit to hiring more women and improving diversity at your organization
- Call out bad behavior when you see it. Use the channels at your disposal to address the behavior and rectify it
- Encourage processes that have greater transparency

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[Women in the Workplace 2022: Key Findings & Takeaways \(leanin.org\)](https://leanin.org)

- In the past year, women leaders have switched jobs at the highest rates we've ever seen—and at higher rates than men in leadership. This could have serious implications for companies. Women are already significantly underrepresented in leadership. For years, fewer women have risen through the ranks because of the “broken rung” at the first step up to management. Now, companies are struggling to hold onto the relatively few women leaders they have. And all of these dynamics are even more pronounced for women of color.

Key Findings:

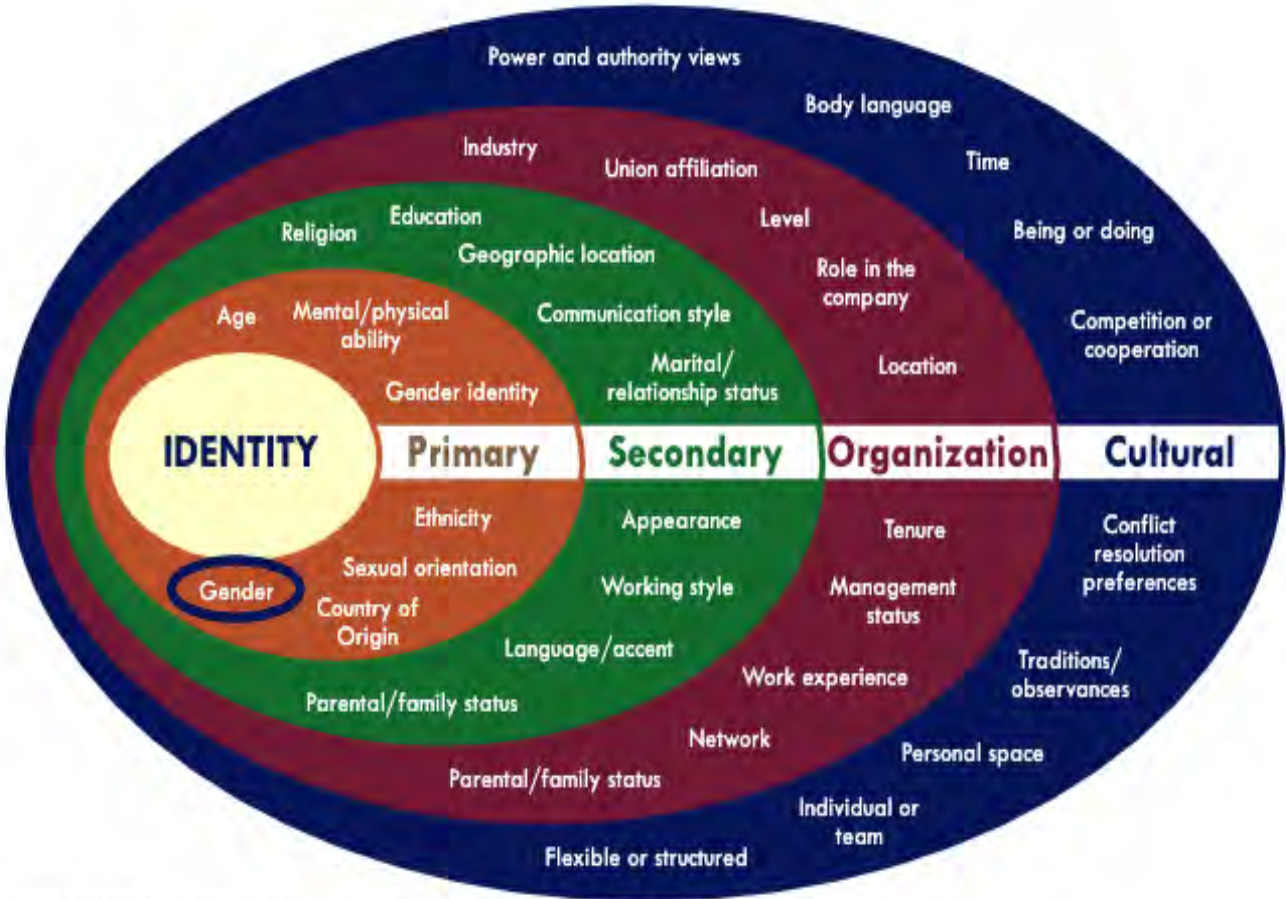
- Women are still dramatically underrepresented in leadership: only 1 in 4 C-suite executives is a woman, and only 1 in 20 is a woman of color.
- The “broken rung” is still holding women back: for every 100 men promoted from entry level to manager, only 87 women are promoted, and only 82 women of color are promoted.
- Now, women leaders are leaving their companies at higher rates than ever before. To put the scale of the problem in perspective: for every woman at the director level who gets promoted, two women directors are choosing to leave their company.

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- [Workplace Equality: Awareness, Accountability and Advocacy | by Jeffery Tobias Halter | Medium](#)
- [Establishing Team Norms: A Guide for Leaders \(indeed.com\)](#)
- [How to Advocate For Women in the Workplace | Visier](#)
- [Women in the Workplace | McKinsey](#)
Information from 333 participating organizations employing more than 12 million people, surveyed more than 40,000 employees, and conducted interviews with women of diverse identities
- [Dear Men: How to advocate for women at work – INCLUDR](#)
- [25 Organizations Fighting for Gender Equality | Human Rights Careers](#)
- [Online Diversity Training | Traliant](#)

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Laden and Rosener, Workforce America

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- [Alexis Kanda-Olmstead: The Science of Women's Leadership | TED Talk](#)
 - Why are there so few women leaders? Weaving together scientific research and personal narrative, Alexis Kanda-Olmstead explains why women may be reluctant to take on leadership roles and what we - women and men - can do to disrupt the powerful internal forces that undermine women's leadership aspirations and confidence.
- [Susan Colantuono: The career advice you probably didn't get | TED Talk](#)
 - You're doing everything right at work, taking all the right advice, but you're just not moving up. Why? Susan Colantuono shares a simple, surprising piece of advice you might not have heard before quite so plainly. This talk, while aimed at an audience of women, has universal takeaways -- for men and women, new grads and midcareer workers.
- [Crystal Martin: Small ways women can support each other at work | TED Talk](#)
 - Crystal Martin landed her first job in tech helping women learn code, but there was just one problem, no one would listen to her in meetings. "Why is it that 41% of women leave the tech field within their tenth year? In my opinion, it's because of messages like keep your head down and say nothing." In this energetic talk, Martin pushes for women to advocate for one another in the workplace, stressing that hard work does not speak for itself--you do.

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- [Michelle King: It's Not You, It's Your Workplace | TED Talk](#)
 - Michelle King gender equality expert and author of the book, *THE FIX: Overcoming the Invisible Barriers that are Holding Women Back at Work*, reveals how gender denial makes it impossible to see inequality at work and how this limits women and men's success. King reveals how our workplaces are broken and what we can do to fix them #itsnotyou
- [Star Jones: The myths that hold back women at the workplace | TED Talk](#)
 - What does it mean to be a woman - the answer differs in countries around the globe but as Emmy-nominated talk show host and former NYC homicide prosecutor Star Jones knows, there are myths that women everywhere face. What are they and how to create your own reality - Star's suggestions will make you think twice before assuming anything.
- [Deepa Purushothaman: The workplace, redefined by women of color | TED Talk](#)
 - Corporate inclusion visionary Deepa Purushothaman shares how women of color can advocate for themselves in workplace settings where they are undervalued, discriminated against and overlooked -- and how companies can foster working cultures that empower everyone to achieve success. (This conversation, hosted by TED current affairs curator Whitney Pennington Rodgers, was part of an exclusive TED Membership event. Visit ted.com/membership to become a TED Member.)

ADVOCATING FOR NORMS



- [Maryem Salam: Do women really support each other in the workplace? | TED Talk](#)
 - Women are valuable leaders in organizations. Nevertheless, many of them face various limitations when they are attempting to advance in the workplace. While we might think that women support other women to break through that glass ceiling, research has shown that the female-female relationship in the workplace is not always positive. The purpose of this talk is to raise awareness about some beliefs and behaviors that females can engage in, and that can negatively impact their care...



Confidence

Led by Jennifer Ward, Managing Partner Ward Law, LLC

CONFIDENCE



According to this study by the National Bureau of Economic Research, close to **80%** of women struggle with low self-esteem and shy away from self-advocacy at work.

In other words, 4 in 5 women may be held back in their career advancement by a lack of confidence and visibility. In my personal experience, I wouldn't be surprised if this number sometimes seems to be closer to 100%.

Why is it that so many of us can only see confidence in others while we ourselves are stuck in Camp Self-Doubt?

WHY IS THERE A CONFIDENCE ISSUE IN THE FIRST PLACE?



One challenge faced by women in the workplace that can cause a lack of confidence — known as “The Confidence Gap” — is the disparity of gender representation in business.

Diving deeper: **6.6%** of Fortune 500 CEOs are women; that percentage actually breaks the record.

DOES CONFIDENCE LEAD TO SUCCESS?



- “Men apply for a job when they meet only 60 [percent] of the qualifications, but women apply only if they meet 100 [percent] of them.”
- From the outset, this shows how a comparative lack of confidence can hold women back from even considering advanced opportunities.
- **More confidence usually equals more success.** It not only affects how you feel, but it shifts the way people see you. And for women especially, the issue is less likely overconfidence, but a lack of confidence.

Strategies for Building Confidence



- Confidence is a muscle and can be created. Do a confidence workout daily and watch your confidence double in only one week!
- You can have an infinite amount of confidence. There is no limit on the amount that you can build for yourself.
- Isolate your fear and then take constructive action. Inaction-doing nothing about a situation strengthens fear and destroys confidence.
- Make a supreme effort to put only positive thoughts in your memory bank. Don't let negative, self-deprecatory thoughts grow into mental monsters. Simply refuse to recall unpleasant events or situations.
- You are what you think!

Faith
Belief =
power tool

Get used to
things working
out for you.
- trust
- it comes to you

Get used to
good timing

Don't
strive -
vibe

I don't have to
be good enough
or just enough..
That is someone else's
measure. Self measure
is self fulfillment
actualization

^{my bricks}
I failed today
and I love myself
My failures are also
my success. Each one
a brick in my
Manson wall -
protective + resourceful

Confidence

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95% all behavior is
unconscious

"The unconscious will only allow
us to have what we believe
it will see to it that we
have that actuality."

Size of your
success is
the size of
your belief

I am doing my
best and I am proud
of myself
It's better than I think
it is. I am better than
I think I am.

Faith
can
move
mountains

Overcoming 'IMPOSTER' syndrome

Accept that you had something to do with your success so far
It wasn't LUCK!

TIP

Write down your key achievements of last 5 years

don't dismiss positive feedback!

TIP

Keep a file, write them down

Remind yourself of the positive things people have said
Look at this when self doubt appears

Focus on the VALUE you provide - not on perfection

giving your best ≠ being the best

TIP

Reset the bar to a realistic level

Don't set yourself up for disappointment

Use role models

Don't let your fear sabotage or stop you

Don't "settle" for less

- you may not discover something else you can do!

Remind yourself of your successes

I'm a fraud and everyone will find out

Feeling like an imposter when you are not!

The domain of the HIGH ACHIEVER

Humility is not thinking less of yourself, but thinking of yourself less.

C.S. Lewis

How to build SELF Confidence

Becoming more confident doesn't happen overnight - but it will happen if you have focus + determination
The things that help build confidence also build success - competence.

Confidence is a State of mind

It can be learned + built on!

Take control of your thinking

quash negative talk



use positive affirmations

Commit to action

2 Get Started

Build skills + knowledge

Find quick wins

Plan + prepare

Focus on basics

Keep positive

Carefully manage setbacks

3 Keep it up!

Confidence comes from feelings of wellbeing, acceptance of self + belief in your ability, skills + experience

Celebrate your successes

S-T-R-E-T-C-H yourself + keep setting GOALS

Learning comes with missteps

Self-efficacy - if we learn + work hard we'll succeed

1 Take Stock

Write down your achievements so far
Well done!

Think about your strengths - what are you good at?



what would others say?

Do a SWOT

Think about what is important to you - and what you want to achieve

Set goals

leverage strengths
minimise weaknesses
realise oppo
Control threats

What I know / What I think others know

Stop comparing yourself to that person

Loads of people feel like you!
clever + famous

Everyone has internal struggles

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Personal Branding

Led by Jill Ivey, Jillete Creative, LLC



JILL IVEY, FOUNDER & CHIEF STORYTELLER JILLETANTE CREATIVE

- Content strategist, copywriter, editor, and educator
- Freelance arts journalist
- BA, University of Pennsylvania; MFA, Rutgers University-Camden

BUT...

DOES ANYTHING I JUST TOLD YOU
REALLY MAKE ME
ALL THAT UNIQUE?



WHAT I DIDN'T TELL YOU:

- Native Texan, present Philadelphian
- CYT-200
- Cat mom
- Phillies fan — met my husband at a game!
- Voice actor, Mission: Rejected
- D&D player and DM and future actual play podcaster

YOUR BRAND
STARTS WITH
WHAT MAKES YOUR STORY
DIFFERENT.

LinkedIn Lists 84,000 Insurance Industry Professionals in the Greater Philadelphia Area



4,900 of them went to Temple.

4,400 of them went to Penn State.

2,500 of them went to West Chester.

2,300 of them went to St. Joe's.

2,000 of them went to Villanova.

2,000 of them went to Drexel.

1,200 of them went to Penn.

609 of them work in life insurance.

575 of them work in health insurance.

333 of them work in commercial insurance.

297 of them work in auto insurance.

285 of them work in homeowners' insurance.

38 of them went to Temple AND work in life insurance.

28 of them went to Penn State AND work in health insurance.

This is not how you'll stand out

FOCUS ON WHAT MAKES YOU, YOU

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- Your professional experience is not unique, but your life is
- The things that make you different from everyone else probably aren't on your resume



A COMPELLING BIO
TELLS YOUR AUDIENCE
WHO YOU ARE,
NOT WHAT YOU DO.

ChatGPT wants you to write a boring bio...



Help me write a bio



Of course! To write a bio, we need to consider a few key elements that will help showcase your personality, accomplishments, and interests. Here's a template you can use to get started:

[Your name] is a [your profession/occupation] based in [your location]. With [number of years] of experience in [your field], [he/she/they] has [accomplishment/achievement 1], [accomplishment/achievement 2], and [accomplishment/achievement 3]. [He/She/They] is passionate about [interest/hobby 1], [interest/hobby 2], and [interest/hobby 3], which [he/she/they] often incorporates into [his/her/their] work.

Here's an example bio using this template:

Sarah Johnson is a freelance writer based in New York City. With over 10 years of experience in journalism and content creation, she has written for publications such as The New York Times, CNN, and Forbes. Sarah is passionate about hiking, cooking, and photography, which she often incorporates into her travel writing. When she's not typing away at her laptop, you can find Sarah exploring new trails in the Catskills or experimenting with new recipes in the kitchen.

Remember to tailor your bio to your own unique experiences, interests, and accomplishments!

Jill Ivey is a content strategist, copywriter, and editor based in Philadelphia. With 15 years of experience in communications and marketing, she has written copy for startups, created content strategy for a federal agency, and educated entrepreneurs about the importance of personal branding. Jill is passionate about storytelling and good writing, which she often incorporates into her work.

To write a better bio, think like a journalist.

Create a compelling lede

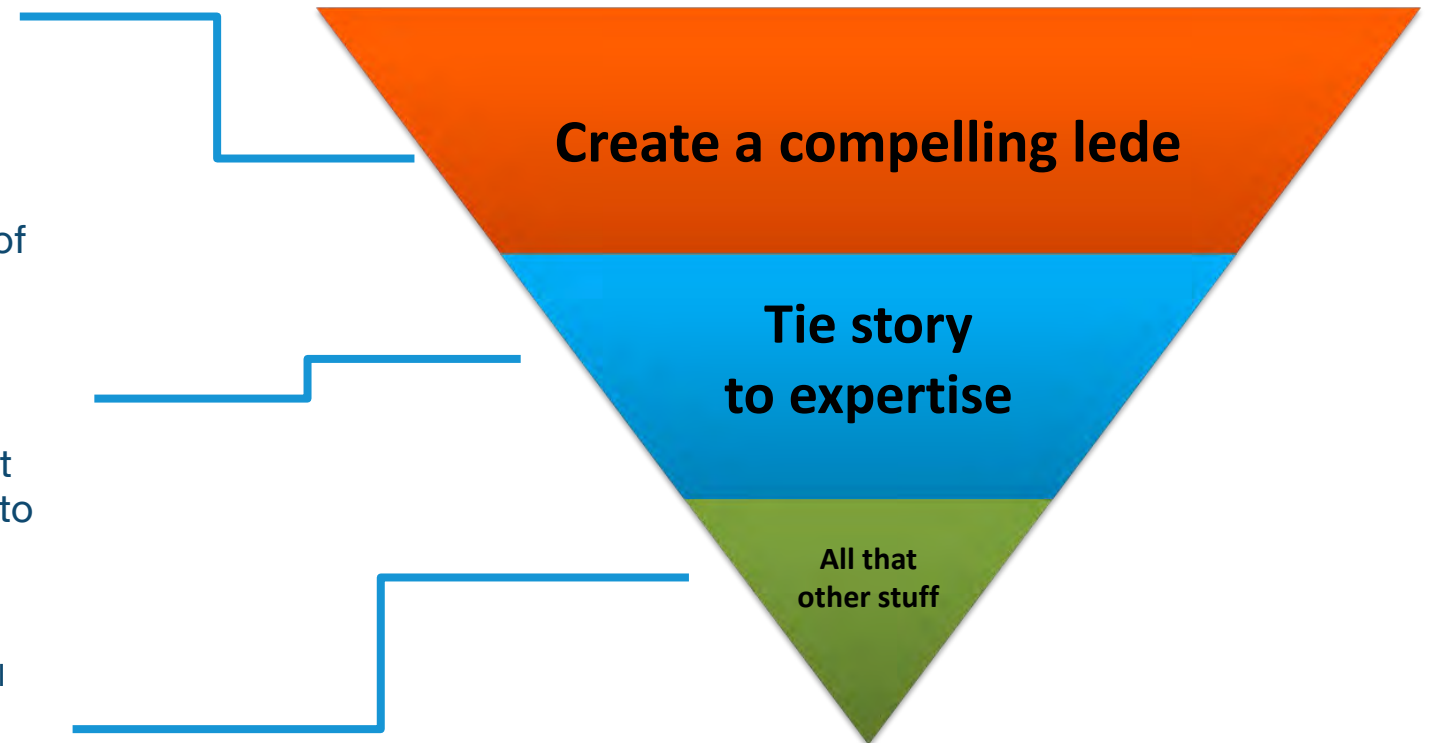
**Tie story
to expertise**

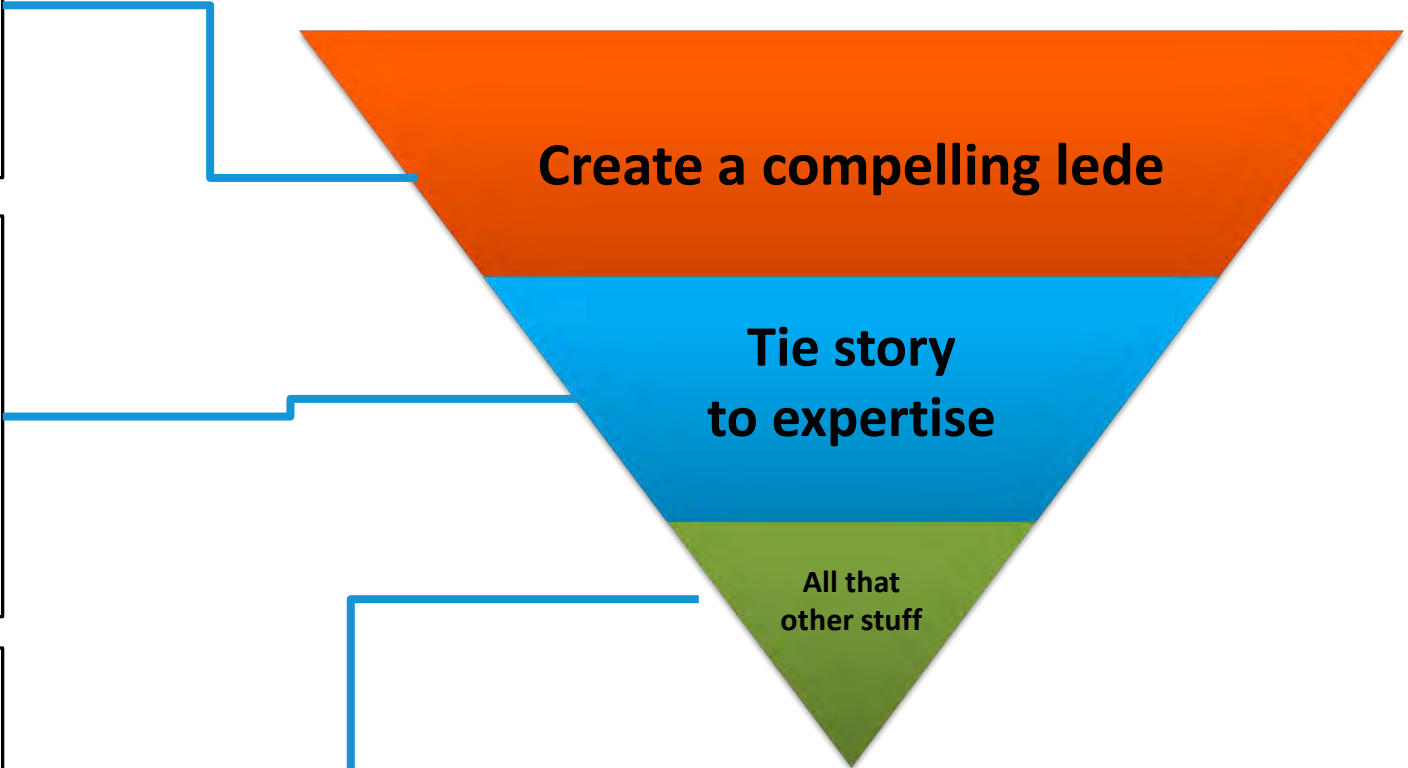
**All that
other stuff**

At my fifth birthday party, I gathered my friends and relatives around a makeshift stage in my backyard for an impromptu performance of the play I had just written in my head.

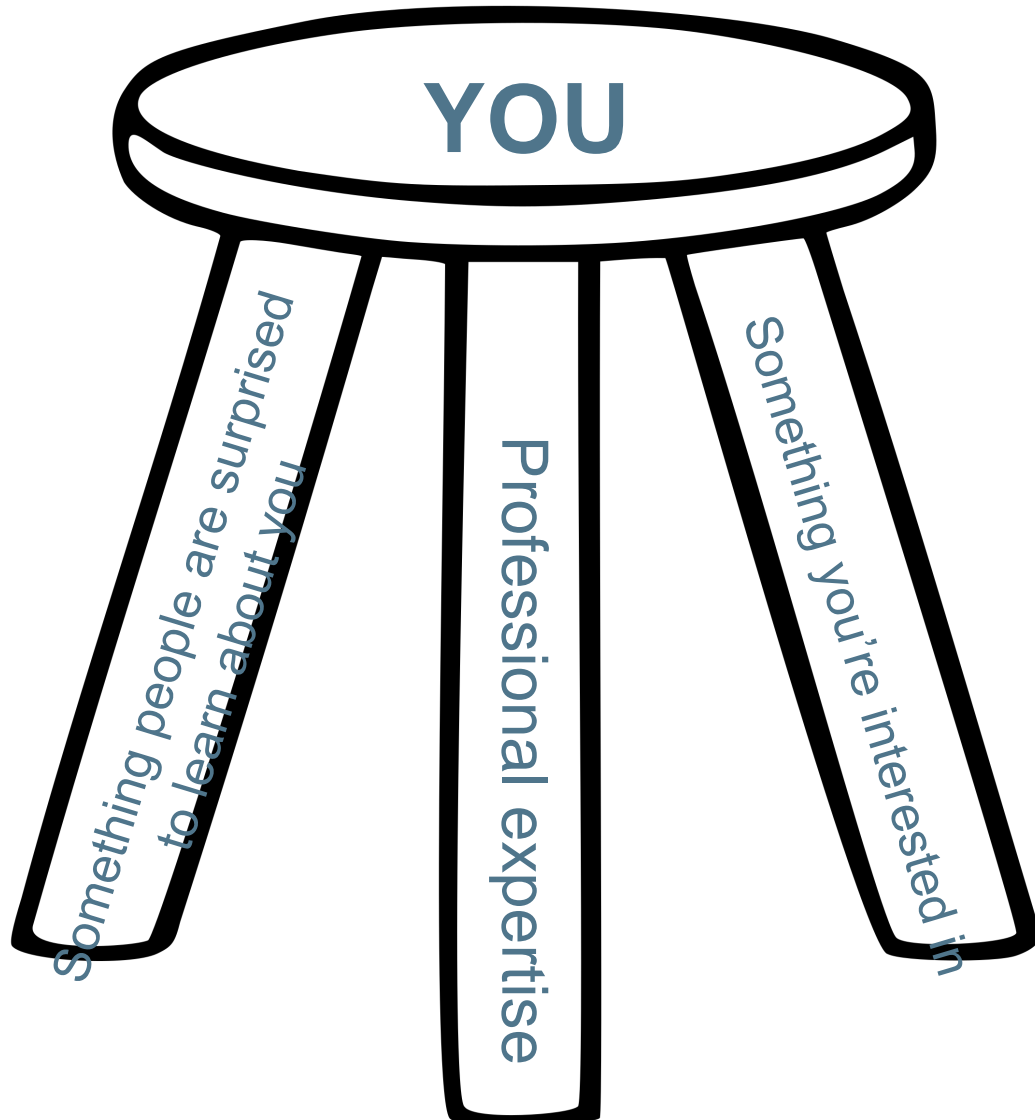
Storytelling was my first love, and today I use that love of storytelling to help my clients – from VC firms to government agencies, from mindset coaches to stock exchanges – find and tell stories of their own. My two degrees in creative writing plus years of experience as both an arts journalist and a communications consultant allow me to make sure my client's story feels authentic to them, capturing both their voice and their message.

A native of El Paso, Texas – the location of that first makeshift stage – I moved to Philadelphia in the early 2000s to attend the University of Pennsylvania and, later, Rutgers University, Camden. Sometime in between, I met my husband at a Phillies game.





GIVING A TASTE OF
THE "REAL YOU"
MAKES PEOPLE WANT TO WORK WITH YOU
MORE—NOT LESS.



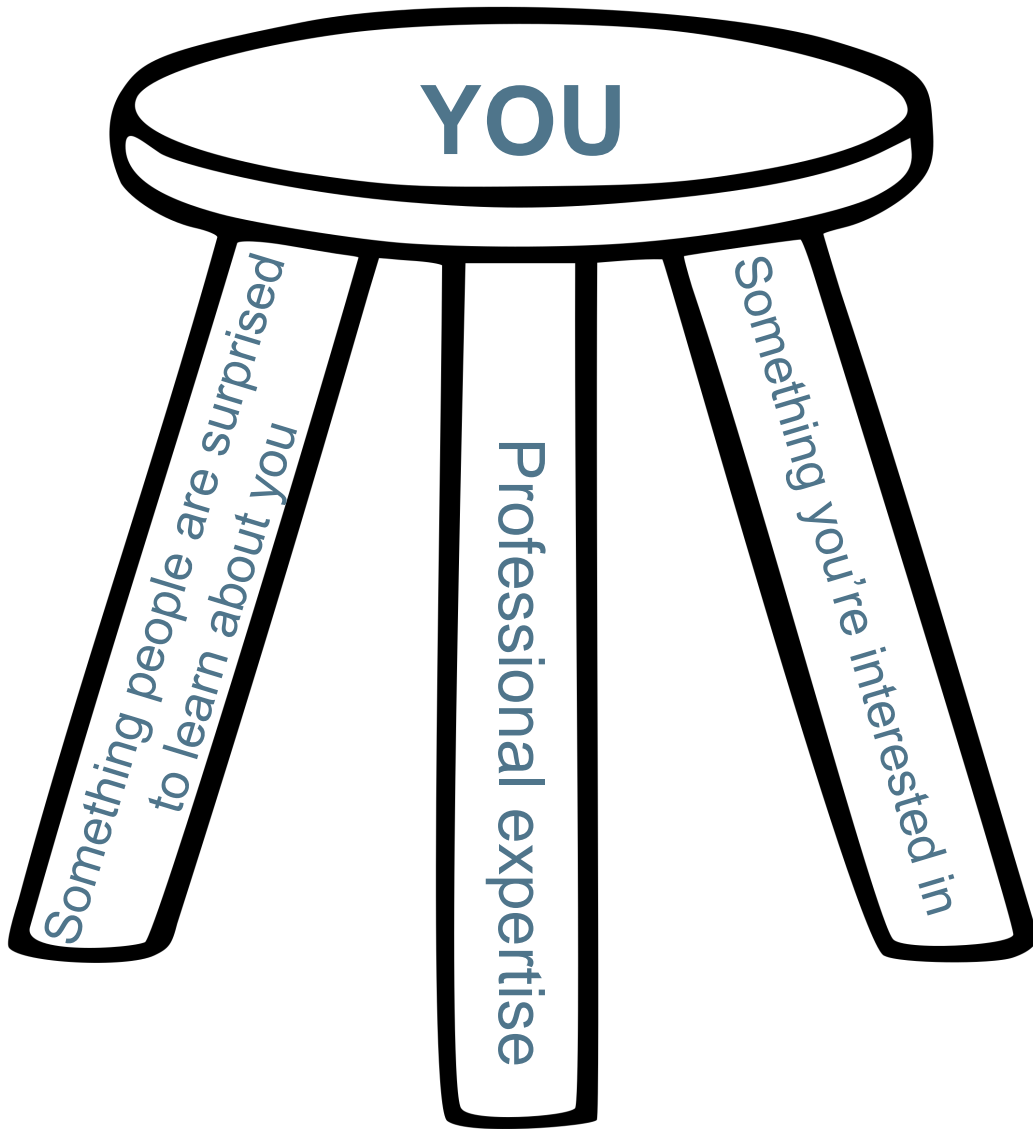
Your clients are people. **You're a person, too.**

This isn't a weakness—*it's your strength.*

It's what's going to **make you stand out** from all those other people in your field, with your credentials and your education.

If all you do is post or talk about your job, you're missing out in the opportunity to *let your clients and prospective clients get to know the real you.* But if they feel like they know you, they're probably going to like you.

And then if they know you and they like you, they're more likely to trust you.



What are the things that make you stand out in your field?

What parts of your life are you willing to share with others?

What are you passionate about when you're not at work?

Your “to-do” list:



- Draft your bio using the inverted pyramid model
- Think about the other two legs of your three-legged stool
- Get in touch if you need help!

Jill Ivey

Jillete Creative

hello@jillete.com

calendly.com/jillianivey/intro-call



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Work Life Balance

Led by Chrissy Gutshall, Zurich North America

WORK-LIFE BALANCE



When "work-life balance" first appeared in use, it was in the '80s as part of the Women's Liberation Movement, advocating flexible schedules and maternity leaves for women.

But the concept precedes the liberation movement all the way back to the Industrial Revolution. Workers averaged about 100 hours per work week, and soon social and health implications rose, particularly for children, who were also working at the time. Following several calls for reforms, the UK first agreed to fewer working hours for children and women, and the U.S. adopted the 40-hour work week with its amended Fair Labor Standards Act.

WORK-LIFE BALANCE TALKING POINTS



- What does Work-Life Balance mean to you?
- Workplace burnout
- Strategies for setting boundaries
- Learn to say “no”



WHAT DOES IT MEAN TO YOU?



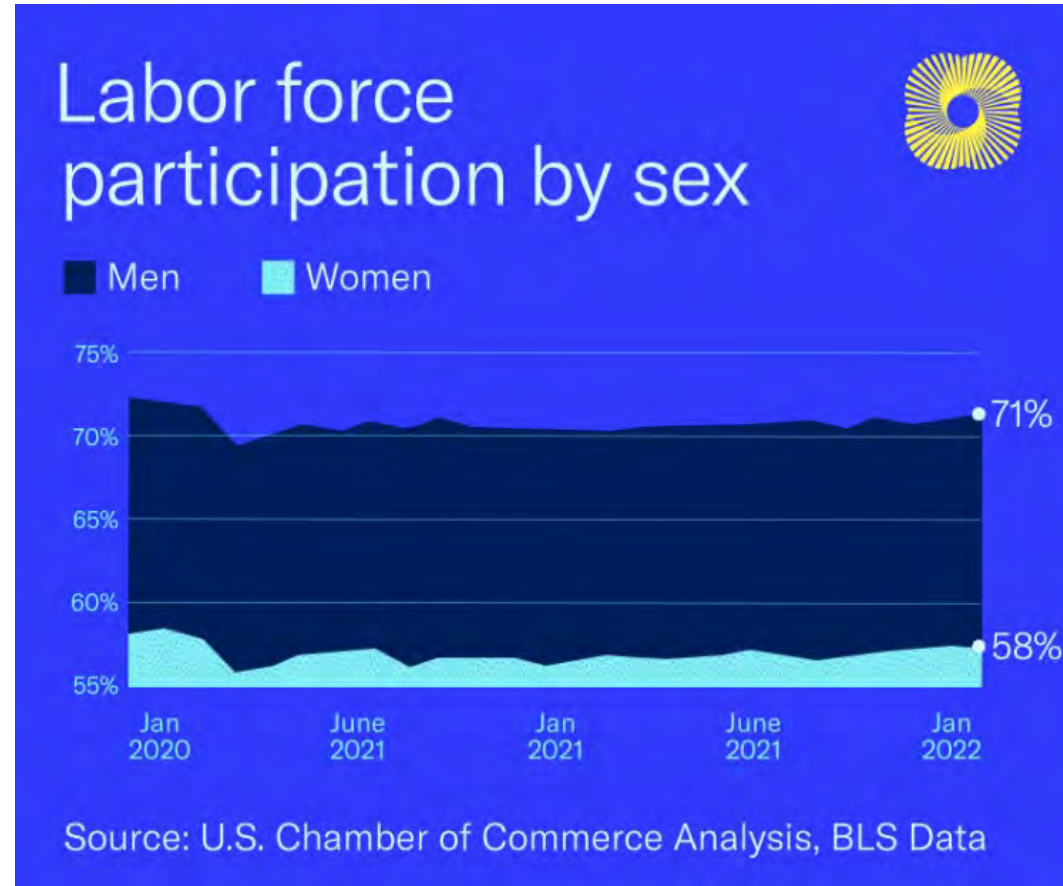
- Flexible/hybrid schedules
- Productivity vs. hours worked
- Health & Wellness
- Volunteering and giving back
- Support (exit/re-entry plans, parental leave, childcare costs, part-time roles)
- Control
- Work-life navigation

LABOR FORCE PARTICIPATION



One million women are missing from the labor force compared to pre-pandemic.

Today, women represent 47% of all U.S. employees



MANY WOMEN LEFT WORKFORCE DUE TO EXTREME BURNOUT



1 in 4

women considered leaving or changing careers due to burnout in 2020

1 in 3

women considered leaving or changing careers due to burnout in 2021



STRATEGIES FOR SETTING BOUNDARIES



- Assess Your Personal Boundaries First
 - Know your limits
 - Is it worth your hourly rate?
 - Identify your job responsibilities
- Let go of guilt/shame
 - It's OK to outsource
- Carry two cell phones
 - Separate work and personal
 - Keep e-mail off personal phone
- Communicate Upfront – Create Clear Structures
 - Letting your team know that you do not answer emails after 7pm
 - Designate Responsibilities
 - Set limits
- Honor Work Hours
 - Reimpose pre-pandemic work time boundaries

STRATEGIES FOR SETTING BOUNDARIES



- It's not "my way or the highway"
 - Adjust your standards
 - Getting it done is as good as getting it perfect
- Establish boundaries at home
 - Complete professional tasks at work
 - Dedicate space in home to work (if remote)
 - Be mindful of working hours
- Exercise your "no" to protect your "yes"
 - Communicate clearly – don't say "I don't have time" when you mean "this is not my job."
- ACTUALLY take time off
 - Take a travel day
 - Turn off your cellphone/Wi-Fi and truly disconnect
 - Utilize OOO/away messages

PREPARE FOR BOUNDARY-BREAKERS & SAYING “NO”



- "Per my calendar, I am in deep work from 12:00 p.m. until 2:00 p.m. today. I made my calendar public if you'd like to find space to connect later on this week."
- "I am out of the office on vacation, but you can connect with [NAME] and they can help you with this matter."
- "In order to do my best work on this project, I cannot take any additional projects right now. I'd be happy to help in the future, but I need a week's notice to fit additional work into my schedule."
- "Let me look at my schedule and get back to you"
- Decline invitations during lunch hour

Work-Life Balance



Statistics

<https://fortune.com/2022/09/06/women-workforce-fed-rates-consider-full-employment-katica-roy/>

<https://www.uschamber.com/workforce/understanding-americas-labor-shortage-why-one-million-women-are-missing-from-the-workforce>

<https://www.uschamber.com/workforce/data-deep-dive-a-decline-of-women-in-the-workforce>

Strategies

[16 Ways To Set Boundaries at Work and Why It Matters | Indeed.com](#)

<https://www.careercontessa.com/advice/healthy-boundaries-at-work/>

[How To Nicely Say "No" \(With 50 Examples\) | Indeed.com](#)

Other

<https://www.forbes.com/sites/forbesbusinesscouncil/2022/10/12/support-is-the-work-life-balance-women-need/?sh=274749042a2c>

<https://fortune.com/2022/03/07/stop-asking-women-how-we-manage-work-life-balance-careers-motherhood-success-alyssa-jaffee/>

THANK YOU

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