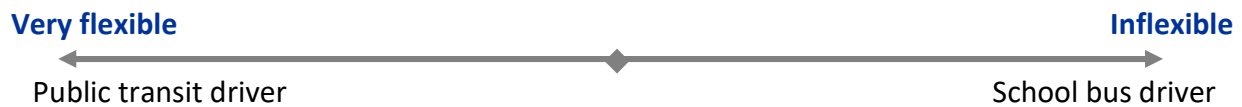


Four Ways You Can Flex Work

Every job has flexibility but not always in the same way. Understanding where your job is flexible or inflexible can help you create a “triple win” flex solution -- one that is (1) good for your needs, (2) good for getting your work done and (3) good for the people you work with.

Schedule – How much can you flex **when you work?**

Can some or all of your work be done during non-traditional work hours?
Early in the mornings? In the evenings? On a Saturday or Sunday?



Physical Presence – How much can you flex **where you work?**

Can some or all of your work be done from home? Can you work remotely for a few days each week? Can you leave work early and finish your work in the evenings?



Substitution – How easy is it for someone to help you with the work you do?

Can you use delegation as an opportunity for someone else to expand their skills?
Can you delegate repetitive tasks? Could you job-share with someone else?



Workflow – How much can you control the pace and quantity of your work?

Can you and your manager discuss when to take on, or not to take on, another project?
Can you move some deadlines around others that are fixed or more time sensitive?



Too much to do? Can you?

- Systematize tasks so they take less time
- Do something in “good enough” mode, or decided to temporarily put a task on hold
- Find more efficient ways to work, or reduce or eliminate inefficient work practices