



Striking the Balance

THE MODERN DAY CHALLENGE

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WORK-LIFE BALANCE

An Ongoing Quest

- Pilot Grove
- University of Missouri
- “See the whole world, and get paid to do it”
- Family

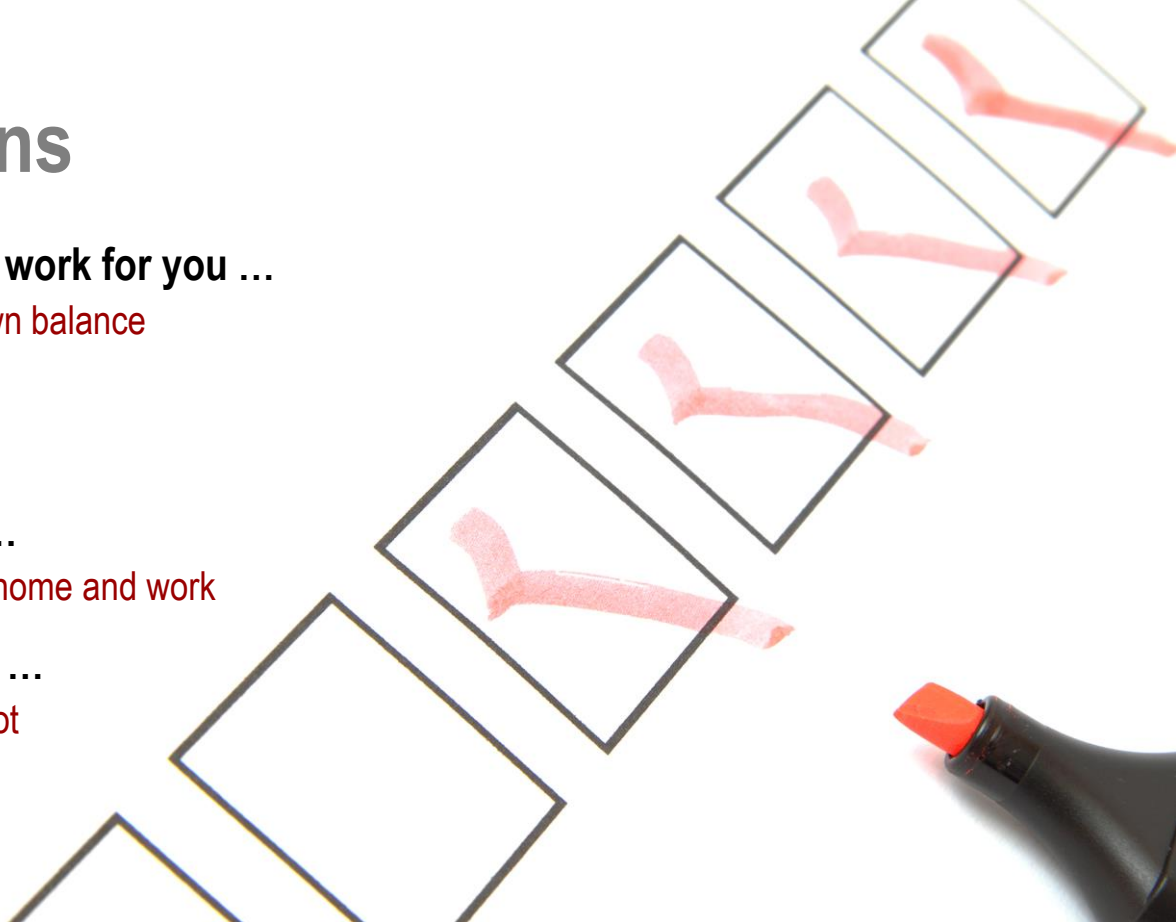
CAREER “POST CODES”

- | | |
|------------------------------|--------------|
| • Peoria, IL | • Cary, NC |
| • San Francisco, CA | • Peoria, IL |
| • Johannesburg, South Africa | • Singapore |
| • Geneva, Switzerland | • Peoria, IL |



Setting Expectations

- **My approach won't necessarily work for you ...**
you will have to search for your own balance
- **There are no silver-bullets ...**
it is hard work
- **It's not about doing less work ...**
it is about being more effective at home and work
- **Life won't always be in balance ...**
be consciously aware when it's not
- **It's a matter of choice ...**
your choice



3 Basic Steps



Make a plan

if you don't plan your personal life with the same rigor and discipline that you plan your professional life, your personal life will suffer



Improved efficiency

will set you free



Be a corporate athlete

healthy mind,
healthy body



Make A Plan

personal planning ... same rigor & discipline

Family vision: **The purpose**

We will
positively impact
the people
and responsibilities
experienced throughout life

– Rapp Family

Values we will live by:

- **Self-Esteem** ... we build self-esteem
- **Honesty** ... we always tell the truth
- **Faith** ... we are faithful to God and our family
- **Competitive Spirit** ... we try hard and play fair
- **Respect** ... we respect each other and those in authority
- **Responsibility** ... we meet our commitments and fulfill our responsibilities





Make A Plan

personal planning ... same rigor & discipline

- It has to be a shared vision ... **two lists**
- Setting the calendar ...
Mandatory dates, protect vacations and special days
- I have dinner plans ... **it just happens to be at home**
- 90% of the world's problems are related to the lack of communications
Look at me, Hi/Lo's, hoops till dinner, Sunday conversations
- Choose hobbies you and your family can enjoy ...
golf has gone downhill, downhill skiing much improved
- Don't forget the significant other ... **coffee and croissant**



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Improved Efficiency

will set you free

- Exercise, dog, breakfast, email, kids ... before 7:30
- Email ... touch it once, brevity is king
- Technology ... good servant, bad master
- Meetings ... a half hour will do
- Travel time ... on the job, surfing
- Simplify your life (outsource) ... I don't do lawns
- Most important ... the 5 C's of leadership





Improved Efficiency

will set you free

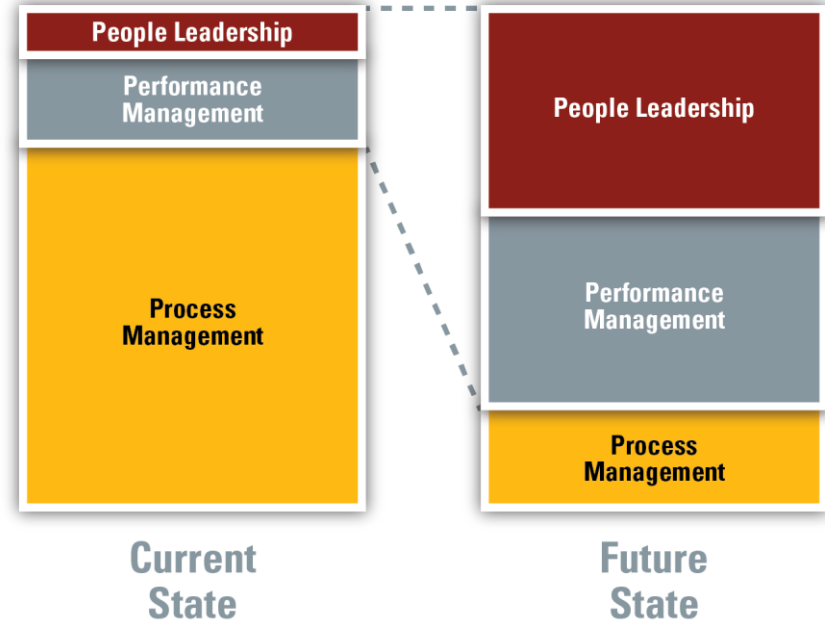
Know where time goes

Do your own “waste walk”

- Record
- Manage
- Consolidate

Source: Peter Drucker's “The Effective Executive ...1963”

DESCRIPTION OF DAILY MANAGER ACTIVITY



3 Basic Steps



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Be a Corporate Athlete

healthy mind, healthy body

- Reading ... with a purpose and a filter
- TV on your terms ... Chris Berman
- Make a list ... free the mind
- Stress management ... when I see red
- Mind control relaxation ... just 15 minutes
- Who gets to choose what kind of day you have? ... you do





Be a Corporate Athlete

healthy mind, healthy body

- Exercise - no excuses allowed ... **you have time**
- Must be a routine / habit ... **build your schedule around it**
- If it is something you love to do ... **all the better**
- Peer pressure is good ... **find a partner (real or virtual)**
- Use available tools ... iPad, iPhone; makes it easy
- Healthy diet ... **would you put it in your gas tank**
- Muscle confusion, growth vs. decay ... **“Younger Next Year”**



Common Themes

Discipline & Habit

it takes 30 days to make a habit

Methodology Recommended

goal setting supported by affirmations
and daily prescription

Suggested Recipe

- **Assess if you are in control of technology or if it is in control of you**
you have to take control
- **Select 2-3 goals / areas**
where you want to create positive change
- **Look for waste**
by reviewing your calendar over the past two months and identify opportunities for time savers
- **Clearly articulate**
in the form of affirmations in the future state and why you want to change ... it has to be put down in writing
- **Build your daily schedule**
around implementing the change



Perpetual devotion to what man calls
his business is only to be sustained
by perpetual neglect of many other things.

– Robert Louis Stevenson



AN ONGOING QUEST

MAKE A PLAN

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BOONVILLE'S 1970 JUNIOR BABE RUTH CHAMPIONS are the members of KWRT, which finished with 13-2 mark. Team members from left front row are: Eddie Rapp, David Trele, Bill Rapp, Mike Jackson, Lionel Pearson and Keith Poindexter. Second row:

coach, Bill Trele, Dan Pethan, Gary Alpers, Don Rapp, Mike Meyer, Steve Lang and manager Guy Jackson. Missing are Mark Moore and bat boy Don Schnell. (Daily News photo)

1970