

straight through a long and hard job, there's a point when it will become slow and feeble.

"It's slow and weak, but it's technically still turning. So you keep going, keep using it, keep turning it ... and then it dies," he says. "But what would happen if I had stopped halfway through and recharged the battery? I'd lose that initial time it takes to recharge, but the entire project would benefit from operating on a fresh, strong battery."

Then there's the issue of being unbalanced. When the vast majority of hours are focused on one aspect of life, every aspect can suffer.

"Compare it to the physical body. If you're not balanced, you're going to fall down," Kint says. "You won't be able to progress if you can't stand. If you can't stand, you can't walk. And if you can't walk, you can't run. It's the oxymoron of workaholicism. Workaholics want to get to point B so badly, they are always looking to achieve that next goal. But they've fallen down before they even have the chance."

The Recovery

Every workaholic's situation is unique, but there are certainly common traits and common solutions. Here are four ways to work on your work.

Change Your Mind

As with anything, the first step is recognition. "You have to believe that being in balance is more effective in obtaining your goals," Kint says. "If you don't believe it ... you will never change." Then, it's time to switch off cruise control.

"If you want to change an ineffective habit, you have to make it a conscious matter. You have to take manual control," he says. "Not because you have to, but because you choose to. 'I will' is much more powerful than 'I have to.'"

Change Your Workload

Workers take on more than they can physically handle for a variety of reasons: They love their job, they want to help the company succeed, they thrive on to-do lists, or they don't have a choice. But regardless of the reason, Kint suggests three little words: Enough is enough.

"We often hear the phrase, 'I just can't seem to get it all done' — as if it were a possibility. 'It all' means everything, and everything is all encompassing," Kint says. "Work is never done — there

12 STEPS TO WORKING IT OUT

- 1 Make a list of your priorities.
- 2 Allot an appropriate amount of time to each area.
- 3 Discuss those priorities and plans with your spouse and/or family.
- 4 Make an achievable to-do list every morning when you get to work.
- 5 Designate a time to leave work (based on commitments, dinner, etc.), and stick to it — even if the project is not finished. (With the occasional deadline exception.)
- 6 Set personal goals that are important to you and your family. (i.e. "I won't answer my phone during dinner.")
- 7 Learn how to say "no" — without actually saying the word.
- 8 Get the appropriate amount of sleep.
- 9 Set aside some relaxation/recreation time for yourself.
- 10 Take a vacation with your family every once in a while.
- 11 Continually ask your family for feedback on how you're doing. ("I've gotten the best feedback from my children," says Tracy Maylett from DescisionWise in Provo.)
- 12 Continually reevaluate your priorities and plans based on what's working and what's not.

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