Work life Balance and Preparing for the Future

Presented by
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Why am I here?
How to be a parent in 2017: Make sure your children’s academic, emotional, psychological, mental, spiritual, physical, nutritional, and social needs are met while being careful not to over stimulate, under stimulate, improperly medicate, helicopter, or neglect them in a screen-free, processed foods-free, GMO-free, negative energy-free, plastic-free, body positive, socially conscious, egalitarian but also authoritative, nurturing but fostering of independence, gentle but not overly permissive, pesticide-free two-story, multilingual home, preferably in a cul-de-sac with a backyard and 1.5 siblings spaced at least two years apart for proper development, also don’t forget the coconut oil.

How to be a parent in literally every generation before ours: Feed them sometimes.
Why yes, I am a bit stressed.

Why do you ask?
• Strong AIA Connections
• Strong Board = Happy Executive Director
• Strong Committees = Happy Executive Director
• Strong Community Partnerships
WORK SUPPORT - AIA PARTNERSHIPS
WORK SUPPORT – STRONG BOARD = HAPPY EXECUTIVE DIRECTOR
WORK SUPPORT - STRONG COMMITTEES = HAPPY EXECUTIVE DIRECTOR
WORK SUPPORT - STRONG COMMUNITY PARTNERSHIPS
• Family & Friends

• Create your community
PERSONAL SUPPORT – FAMILY & FRIENDS
What do you like to do? Get involved!

- Yoga? Dancing?
- Church group, book group, sailing club
- Volunteer your time
SELF CARE

• Work – life balance
• Get to know yourself
• Open communication
• Learn to say NO
• Be Healthy
SELF CARE – WORK:LIFE BALANCE

Work-Life Balance

Profit
Sale
Hardwork
boss
Management
Presentation
Meeting
Visit
Overtime

Health
Family
Hobbies
Refreshing
Kids
Quality Time

Happiness
Relax
love
Who am I?
HELLO??
CAN YOU HEAR ME?
“You have to learn to say no without feeling guilty. Setting boundaries is healthy. You need to learn to respect and take care of yourself.”
healthy body + healthy mind = happy life
• Technology – friend or foe?
• Bullet Journal
• Create Routine
ORGANIZATION – TECHNOLOGY – FRIEND OR FOE?
BULLET JOURNAL

Quick Reference Guide

About
It is a system designed in a notebook that you set up. It has a simple framework that is easily customizable by its user. If you’re new to your way to help you get things done, all you need is a notebook and pen. We recommend the official bullet journal notebook, here’s how to get started.

Step 1: Index
- Title first 4 pages index
- When you add a new entry, index it
- This is a snapshot of what’s in your bullet journal
- Pro tip: only index what you’ll reference later.

Step 2: Future Log
- Title next 4 pages future log
- Place future events here
- Place tasks you’d like to get to someday here
- Check it on a monthly basis to fill monthly log
- Add to it as needed
- Pro tip: if you have a calendar online, then only add events in your bullet journal you want to keep an eye on
- Pro tip: there are several future planning solutions, head to bulletjournal.com to discover them

Step 3: Monthly Log
- Title left page with month and number
- Title right page tasks
- The calendar page is for events
- The task page is for tasks you want to get done this month and migrated tasks from the previous month
- Pro tip: log notable snippets you’d like to look back on as a checklist on the calendar

Step 4: Daily Log
- Title with day and date
- Rapid-log tasks, events, and notes throughout the day with corresponding bullets
- Pro tip: review regularly

Collections
- Compiler of related ideas, usually filled with bullets and signifiers
- This is the next blank index, title, and index

Bullets and Signifiers
- Objective short-form notation
- Organize what you write with bullets
- Give bullets context with signifiers

Migration
- When you set up a new monthly log, look at previous collection’s summary table and migrate to the new monthly log. Strike out if it’s no longer within your time, or schedule in the future log
- It’s the difference between being busy and being productive

For more go to bulletjournal.com

Reference guide hand-drawn by Kim of timetobejanewith.com
My daily routine:
1) Wake up
2) Be awesome
3) Go back to sleep.
Adrienne Montare, AIA, Executive Director, AIA South Carolina
If you don’t design your life, someone else will design it for you – and you may just not like their idea of ‘balance’
– Nigel Marsh

WORK: AIA South Carolina

Repositioning:

• 1 state chapter

• 6 local unstaffed sections

Reduced staff

Young board members

Establishing new Center for Architecture

LIFE: Everything Else

Empty Nest:

• 1 (commuter) husband

• 1 dog

This Old House

Aging parents

Imagining retirement
Six Components of Work | Life Balance

- **Self** Management
- **Time** Management
- **Stress** Management
- **Change** Management
- **Technology** Management
- **Leisure** Management

Balance doesn’t mean 50-50. Balance is achieved when one feels fulfilled both at work *and* in their lifestyle - Svetlana Whitener
Self Management

- Sleep, exercise & nutrition
- Finding time
- Setting boundaries
- Learning to say No

According to the American Time Use Survey, the average American spends his/her time:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>At work</td>
<td>24%</td>
</tr>
<tr>
<td>Off work (not sleeping)</td>
<td>33%</td>
</tr>
<tr>
<td>Sleeping</td>
<td>43%</td>
</tr>
</tbody>
</table>

Balance is not better time management, but better boundary management. Balance means making choices and enjoying those choices – Betsy Jacobson
Time Management

- Setting priorities
- Empowering others & delegating responsibilities and tasks
- Doing one thing at a time
- Carving out “in the zone” time

Never get so busy making a living that you forget to make a life – Dolly Parton
Stress Management

• 37.5 hour week
• PTO vs ‘vacation’ or ‘sick leave’
• Flex time
• Open lines of communication (staff and volunteers)
• Clear set of expectations before starting a new project

We already knew job stress messes up a person’s sleep – and that poor sleep is linked to increased accidents at work, lower job performance, greater absenteeism, and more doctors visits, to the tune of $100 billion – Rodd Wagner
Change Management

- Reduced staff
- Board Members
- Repositioning
- Center for Architecture | Foundation
- Evolving work life balance – managing the change at home too
Technology Management

- Devices:
  - smartphone, laptop, tablet

- Software:
  - Constant Contact, Cvent, OpenWater

- Social Media

- Working from home

The impasse of this over-information era is that the time necessary to learn the rules for effective living now exceeds your lifetime – Jeff Davidson
Leisure Management

- Discovering a new interest
- Taking a technology-free vacation
- Balancing stimulating time off with pure R&R
- Staycation?

*Work doesn’t work without play – Shonda Rhimes*
Resources & Links:

- Jeff Davidson – The Six Components of Work Life Balance
- Nigel Marsh – How to Make Work Life Balance Work
- Shonda Rhimes – My Year of Saying Yes to Everything
- For Peak Happiness, Spend Money to Save Time
- Rodd Wagner – More Proof Work Life Balance Can Be a Life or Death Issue
- Svetlana Whitener – How to Really Measure Work-Life Balance
Ann Casso, Executive Director, AIA Trust
New Design Professionals

Starting Out

Established Architects

Running a Practice

Architects Starting a Firm

New in Practice

Architects Preparing for

Winding Down

New Video!

→ In 30 seconds, you’ll begin to find out what the AIA Trust can do for your practice. Click the video icon to start.

→ To find out even more about AIA Trust free practice resources and exclusive member benefit programs, click here for a 4-minute video overview. Ask your colleagues and component members to join you!

→ You’ll discover why the AIA Trust is Where Smart Architects Manage Risk.
Financial & Retirement Planning Tools

The AIA Trust offers resources to assist AIA Members with challenging financial and retirement decisions.

Financial Planning Guide – Determine your financial planning needs, with suggested timelines, asset allocation, retirement products and various types of insurance to consider.

Financial Planning Online Tool – 360 Degrees to Financial Literacy developed by the AICPA, provides personalized tools and information to better manage your finances and make intelligent financial decisions. Content on the site is organized by 10 life stages, from Teens to Retirees, with 13 key topics, including Credit & Debit and Home Ownership, to identify easily the resources most useful for your financial situation.

Guidance on how to start a business, decide on a structure, write your business plan, and analyze your financial needs – available free of charge from the US Small Business Administration. Click here to get started.

Retirement Planning Checklist – Retirement planning can be complicated so breaking it up into steps and a retirement checklist helps you focus on key decisions you need to make at each stage. By Rande Spiegelman CPA, CFP®, Schwab Center for Financial Research (April 23, 2012)
FREE RESOURCES FROM THEAIATRUST.COM

• Financial Planning Guide
• Financial Planning Online Tool (from AICPA)
• Guidance on how to start a business (from Small Business Admin (SBA))
• Retirement Planning Checklist
• Retirement Planning Presentation with case studies.
• Retirement Planning Online Calculator
• Retirement Plan Worksheets to calculate your own plan
Have financial questions but don't know where to start? Let My 360 help!

Just answer 3 simple questions and we’ll create a plan personalized to your financial needs.

Already have a My 360 Account? Click here to login.

I am interested in the following topics:
Retirement Planning
RETIREMENT PLANNING: TODAY!

Create a savings and investment plan.

Set aggressive savings goals

Assess & modify your current lifestyle.

Revisit your retirement plan annually.
## Saving for Retirement: The “Latte Factor”

### Value of Compounding – Small Sacrifices – Hypothetical Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
<th>Per Week</th>
<th>Per year</th>
<th>If invested in plan for 40 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty coffee</td>
<td>$4.00</td>
<td>$28.00</td>
<td>$1,460.00</td>
<td>$537,471</td>
</tr>
<tr>
<td>Movie per week</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$521.00</td>
<td>$191,954</td>
</tr>
<tr>
<td>Candy bar per day</td>
<td>$0.70</td>
<td>$4.90</td>
<td>$255.50</td>
<td>$94,057</td>
</tr>
</tbody>
</table>

Assumes 4% annual price inflation, deposits to plan at the end of each month, and 7% average annual returns, net of fees, no taxes apply. There are 52.143 weeks in a 365-day year. Newkirk Products, Inc. Research, 2011

Although this example uses an assumed constant rate of return, actual rates of return will vary over time particularly for long-term investments.
A hypothetical illustration of the potential advantages of tax deferred savings investments over taxable investments over time. The illustration assumes an annual return of 8% and a tax rate of 33%.
RETIREMENT PLANNING: TEN YEARS OUT

• Start thinking about when, where, what and how much
• Determine how much you will need (25 x Your 1st-Year Withdrawal)
• Discuss retirement dreams with your spouse to make them mesh.
• Reduce borrowing, pay down debt, consider mortgage payoff.
• Review your Social Security benefits.
• Consider investing in long-term care insurance.
• *Increase* your savings.
• Continue to refine the when, where, what and how much

• Investigate retirement health care insurance options.

• Revisit your asset allocation and start thinking about a portfolio withdrawal strategy

• If you're not on track, be realistic about your options.

• **KEEP SAVING!**
RETIREMENT PLANNING: TWO YEARS OUT

- Fine-tune your retirement budget.
- Review your asset allocation and further refine your withdrawal strategy.
- Create a "short list" of desired retirement locations and then plan a tour.
- KEEP SAVING!
RETIREMENT PLANNING: LAST 12 MONTHS

• Finalize your cash flow budget and your strategy

• Get up-to-date quotes for health insurance

• Review existing insurance policies to be sure coverage and payment are in line

• Check up on your Social Security benefits.

• Give notice to your employer at the appropriate time.

• Consider consolidating accounts.
RETIREMENT PLANNING: YOU’RE THERE! IN RETIREMENT

• Review your budget annually, combine cash flow planning with portfolio rebalancing.

• Beginning at age 70½, start taking required minimum IRA distributions

• Monitor investment performance, rebalance and shift asset allocation

• Periodically review all insurance coverage.

• Update estate and gifting plan, account titling and beneficiary designations
- Insert age, total annual income, current retirement savings (monthly and accrued).

- Receive estimated monthly income in retirement, how much you need to save annually, and estimated age to which you will be covered.

- Change the amounts, change the outcome.

- Try it and Start Planning!
Setting up a 401(k)
AXA PLANS FOR COMPONENTS

→ Easy to Set Up & Enroll Staff:

    *Any size* component can offer a “corporate style” 401(k) plan to their employees

Flexible Plan Designs:

- For one staff person (e.g. Executive Director)
- For multiple staff
- With Component contributions
- When *only* employees contribute
**AXA PLANS FOR COMPONENTS**

Possible plan options:

**Stand Alone 401(k)** – Component Staff make pre-tax salary deferrals without any contributions from Component.

**401(k) With Employer Matching Contributions** – Component Staff make pre-tax salary deferrals and Component matches a portion of the deferrals.

**401(k) with a Non-Elective Contribution** – Component Staff make pre-tax salary deferrals and Component makes a non-elective contribution to every eligible Staff member (whether the staff contributes or not).
**AXA PLANS FOR COMPONENTS**

**Minimal Start-Up Costs:** a one-time $25 participant enrollment fee, paid by the plan sponsor/employer – *now waived!*

**Minimal Administration** AXA Equitable maintains all participant records & reporting, assists component with annual requirements.

**Minimal Ongoing Costs:**

- Each participant pays $15/year quarterly for record maintenance/reports.

- Minimal deductions from each participant portfolio to cover admin & investment management (based on assets under management).
DO THIS NOW! TODAY!

1. Assess current lifestyle & identify ways to save more $$

2. Start a tax-deferred savings plan (401(k) will grow 3x fast as an IRA); invest *maximum* amount

3. Visit [TheAIATrust.com/retirement-plans/](http://TheAIATrust.com/retirement-plans/) or call 800-523-1125 x6652 for AXA input

4. Consider Long-Term Care Insurance


→ *Retire Sooner! Retire Happier!*
Questions?
Thank you.