

The Health and Wellness of the Facility Professional



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The Health and Wellness of the Facility Professional

Explore the challenges of balancing work and life as a facilities professional, emphasizing the importance of self-care amid constant ongoing demands.

Learn how to leverage your personal strengths to manage stress, maintain personal well-being, and sustain long-term success in your role.



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Introductions

Sean Smith, CPMM, CPS, BOC- Speaker
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Introductions

Daniel Opels, M.B.A., CPS, CPMM - Speaker
Executive Director of Operations
Dominican University



Dave Schuh, CPMM, CPS - Speaker / Moderator
Director of Operations
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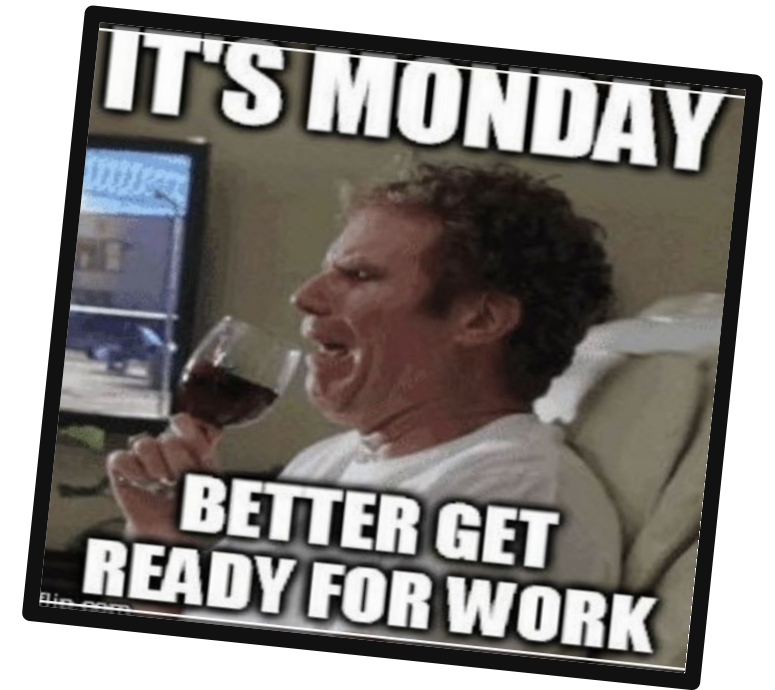
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Group Question

- What is your stress level today (from 1 to 10)?
 - Really ask yourself where you are at right now.
 - At the end of this presentation we will ask ourselves again.
- What are you currently doing to manage your stress level?



Agenda

- Balancing work and life
- Prioritizing self-care
- Leveraging your personal strengths
- Sustaining long-term success in your role



Balancing Work and Life

- Working Hours and Accessibility
 - How do you turn it off
 - Learn your job quickly
 - Give yourself an excuse to leave work, kids stuff, wife stuff, “schedule” it
 - Balance from the Boardroom to the Boiler Room
 - “Schedule” your self-time





Who Are You?

- Is your job your identity?
- What are your distractions?
- What is your motivation?
- What shackles you?
- Would you like to lower your stress level?
- Do you leave work at work or do you bring it home?



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Work to Live

"Work to live" means prioritizing your personal life and using work solely as a means to earn money to support your lifestyle, while "live to work" means prioritizing your career and finding fulfillment primarily through your job, potentially dedicating a large portion of your time and energy to work, even at the expense of other aspects of life; essentially, "work to live" views work as a necessary tool to enjoy life, while "live to work" views work as a central focus of life itself.

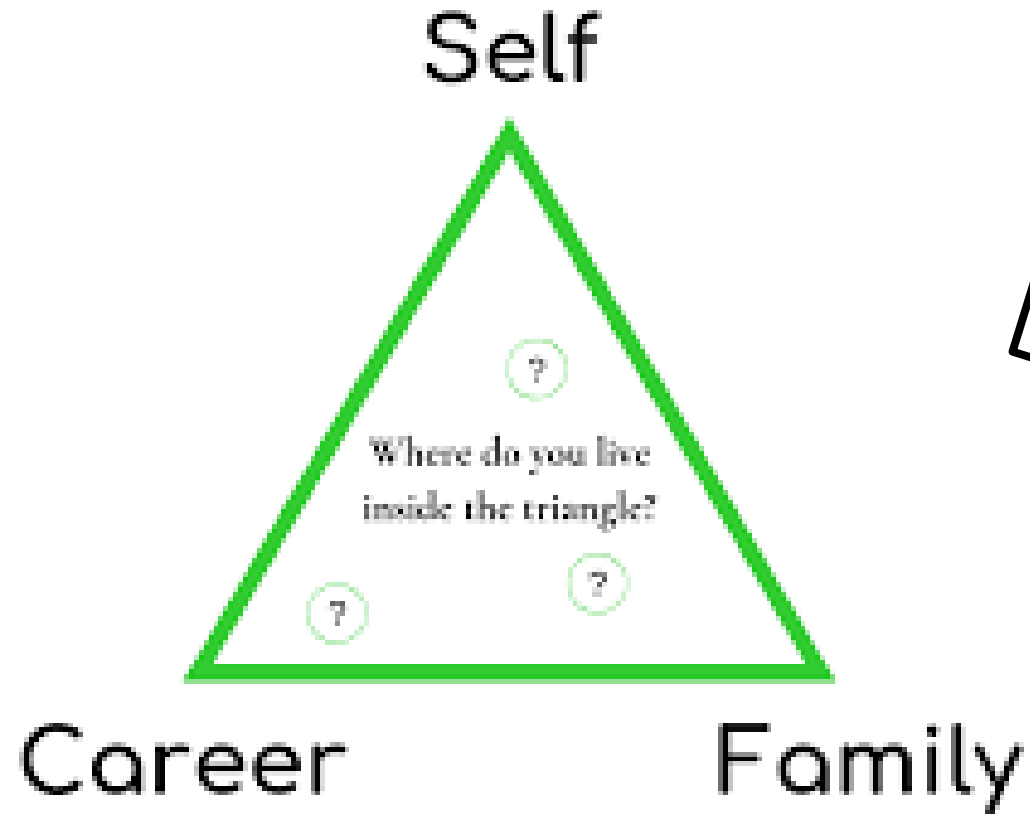
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Work to Live



Where do you live inside the triangle?

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Time Management

- **Be organized!**
 - Do you live by your calendar? What type of system do you use (electronic / paper)
 - How do you track / follow up on projects?
- **Meetings that Matter!**
 - Less / more meaningful meetings. Ask What is my role in the conversation/meeting?
 - Don't take on all problems. Ask yourself is it my responsibility to solve???
 - Wait, Listen, Ask Questions
- **Use your resources** - Learn to talk to your experience, or lean on your peers, or industry standards.



Time Management

- **Prioritize Tasks with the Eisenhower Matrix:** The Eisenhower Matrix (also known as the Urgent/Important Matrix) helps you categorize tasks as urgent and important, urgent but not important, important but not urgent, or neither urgent nor important, allowing you to focus on what truly matters.

| | Urgent | Not Urgent |
|---------------|---|--|
| Important | Tasks that need immediate attention and have high importance. Think 'emergency medical issue' or a 'work project due tomorrow.' | Long-term tasks that are crucial but not time-sensitive. These are often bigger life goals, like 'save for a house' or 'plan family vacation.' |
| Not Important | Tasks that need quick action but won't doom you if they're not accomplished, like answering a colleague's non-urgent email. | Tasks that would be nice to get to but aren't a priority, such as 'rearrange the living room.' |

Time Management

- **Use Time Blocking for Focused Work:**

Time blocking involves scheduling specific blocks of time for particular tasks, promoting focus and preventing multitasking, which can lead to decreased productivity.



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Time Management

- **Set SMART Goals:**

SMART goals are Specific, Measurable, Achievable, Relevant, and Time-bound. Setting clear and well-defined goals provides a roadmap and focus for your work, improving time management and productivity.

- **Minimize Distractions:**

Distractions can significantly impact your ability to manage your time effectively. Minimize distractions by turning off notifications, closing unnecessary tabs, and using website blockers if needed.

- **Regularly Reflect and Adjust Your Routine:**

Regularly review your time management strategies and make adjustments as needed. This ensures that your approach remains effective and adapts to changing circumstances and priorities.

How to say “No”

- Don't use the word No
- Use your resources, trainings (CPS, CPMM, etc...), life experiences
- Budget Restraints
- It's not in the Capital Improvement Plan
- Let me put it on the agenda with the committee
- Is this something I need to say no to?
- Are you a pleaser or a yes person?



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Self Care

- Importance of self-care

- What is self care?
- What are you doing to promote your mental and physical health?

Self-care and well-being are intertwined, with self-care being a practice that actively promotes and maintains well-being, which is a state of overall health and happiness.

- Prayer
- Yoga
- Meditation
- Exercise
- Reading
- Hobbies
- Access to EAP services (Counseling)
- Leaving for Lunch
- Watching Funny Videos
- Remove yourself from work electronics
- Music
- Myofascial Therapy

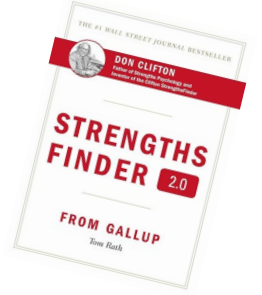


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Your Natural Strengths



- **Do your natural strengths align with what you do?**
- You cannot be anything you want to be – but you can be a lot more of who you already are.
- Gallup Research – Each person has greater potential for success in specific areas, and the key to human development is building upon who you already are.
- **“Having the opportunity to develop our strengths is more important to our success than our role, our title, or even our pay.”**
- Gallup Research – A strengths-based approach improves your confidence, direction, hope and kindness toward others.



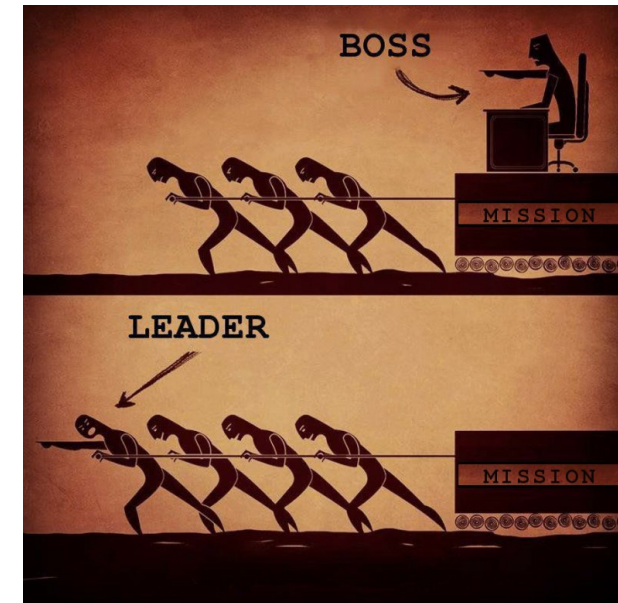
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The Four Leadership Domains

| EXECUTING | INFLUENCING | RELATIONSHIP BUILDING | STRATEGIC THINKING |
|--|--|---|--|
| People with dominant Executing themes know how to make things happen. | People with dominant Influencing themes know how to take charge, speak up, and make sure the team is heard. | People with dominant Relationship Building themes have the ability to build strong relationships that can hold a team together and make the team greater than the sum of its parts. | People with dominant Strategic Thinking themes help teams consider what could be. They absorb and analyze information that can inform better decisions. |
| Achiever Arranger Belief Consistency Deliberative Discipline Focus Responsibility Restorative | Activator Command Communication Competition Maximizer Self-Assurance Significance Woo | Adaptability Connectedness Developer Empathy Harmony Includer Individualization Positivity Relator | Analytical Context Futuristic Ideation Input Intellection Learner Strategic |

Leader or Boss?

- One of the most important things we can do is and cultivate a culture and build a team.
- Think before you speak.
- Don't let your mouth put stress on your life.
- Make what you're doing accomplishable.
- Have a clear agenda when you're going to have a difficult conversation.
- Ask questions.
- Delegation to people's strengths.



Building Trust

- Assured reliance on the character, the ability, the strength, or the truth of someone or something
- Work: boss, team, and staff
- Home: spouse, children, family
- Humility, listening, ask questions
- Vulnerable trust
- Trust Killers, Miscommunication, Lack of Clarity, and failure to provide constructive feedback
- Regain Trust, Communicate, Acknowledge mistakes, Building positive professional relationships and true active listening

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The Foundations of Trust

4 CORES



Results

= your outcomes
+ methods



Capabilities

= Talents + Attitudes
+ Skills + Knowledge
+ Style



Intent

= your agenda



Integrity

= being whole
and congruent

COMPETENCE

CHARACTER



13 BEHAVIORS



Produce Results



Keep Improving



Confront Reality



Set Clear Expectations



Be Accountable



Listen First



Keep Promises



Extend Trust



Talk Straight



Show Respect



Be Transparent



Right the Wrongs



Show Loyalty

Tangible Obtainable Goals

Personal

- What are my Core Values?
- Am I living in Alignment with my Values?
- What is my purpose in life?
- How can I recognize and manage my energy drains?
- What actions am I taking from my mistakes to get to my goals?

Professional

- Working within your scheduled hours
- Scheduling identifiable problems
- Having and maintaining 3, 5, 10 year plan
- Communication up and down the ladder
- Professional Development and networking

Our Favorite Principles

- You are not what happened to you, you are how you chose to handle it.
- Avoid having your ego so close to your position that when your position fails your ego goes with it.
- Great Leaders through their actions and words, have the ability to magnify the positives and minimize the negatives.
- Great Leaders make decisions that follow a plan, bad leaders make decisions that follow politics.
- 90% of the problem is not the problem, but how we react to the problem.

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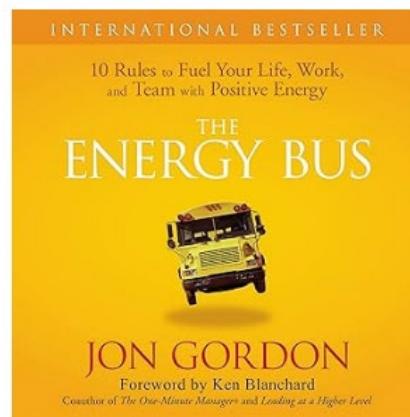
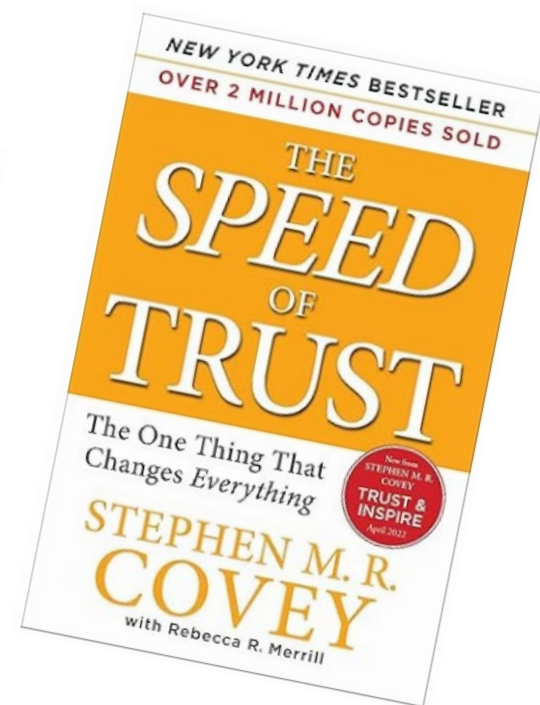
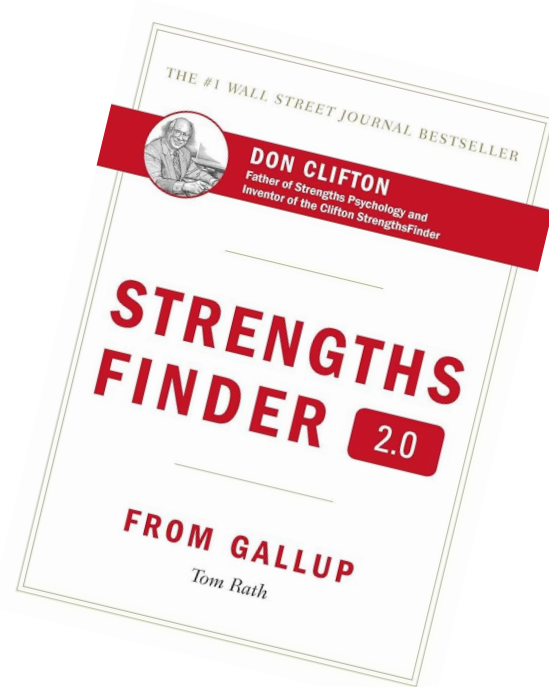
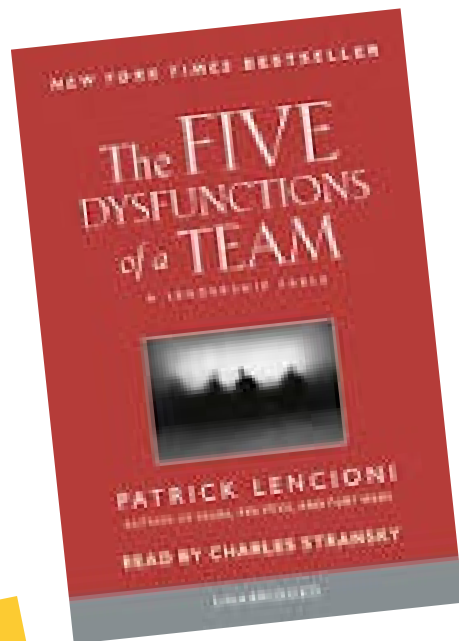
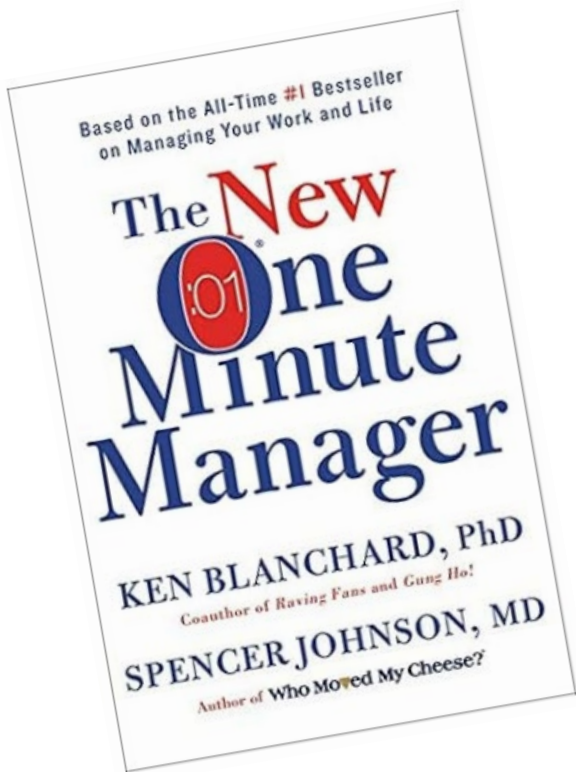
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Closing Thoughts

- What changes are you considering making in your actions or habits after this presentation?
- What is YOUR call to action?
- Will you be held accountable?

Resources



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“You can't go back and change the beginning, but you can start where you are and change the ending.”

- C.S. Lewis

We thank you for your time!

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