

By Amanda N. Wegner

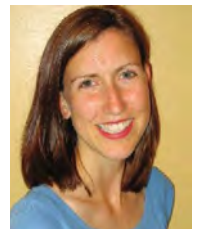
Whether necessitated by the economy and making ends meet, a desire to grow their savings, or a host of other reasons, an increasing number of people are taking on a second job.

In 2008, before the recession hit full force, the Bureau of Labor Statistics says 4.17 million Americans were working a full-time job and a part-time job; that was up five percent over 2007. That number is expected to increase for 2009.

Should you find yourself in a similar position, two local women who work multiple jobs offer their tips on finding harmony in life and work. Our first is yours truly, who works 30 hours a week as a media specialist at an environmental nonprofit; is a yoga instructor, teaching eight hours a week; and a freelance writer and editor. Our other moonlighter, Sarah Schilling, is co-founder, editor and social media guru of MadCityMortgage.com, a local mortgage search engine that began beta-testing in February 2010, and an administrative assistant for an international nonprofit headquartered in Madison. For good measure, life coach Keri Coffman-Thiede, Amaze Yourself Coaching, weighs in, too.



Sarah Schilling
MadCityMortgage.com



Keri Coffman-Thiede
Amaze Yourself
Coaching

1. Do something you love. Or, at the very least, like.

This is my No. 1 tip, but Coffman-Thiede seconds that advice. "On a scale of 1 to 10, enjoy what you're doing at a 7 or above," she says.

If you don't like what you're doing, or it's not a good fit for your skills, needs or personality, you'll loathe the work, whether that's at an office, a store or in your home office. That loathing will impact the non-work areas of your life.

2. Don't expect balance; go for harmony instead.

"That's a concept from *Harmonic Wealth* by James Arthur Ray that basically says you're better off trying to achieve harmony in your life, that you should recognize and react to the natural ebb and flow of where you need to devote your energies in any given season of life," says Schilling.



Harmonious MOONLIGHTING

When working two jobs

“Finding balance is an uphill battle,” adds Coffman-Thiede. She likens it to trying to balance on one foot. Try it. Sure, you might be standing there, one leg lifted, but the muscles in the foot on the floor are constantly firing, tweaking, reacting to nuances in your body, distractions in the room, thoughts in your mind.

“Life — and two jobs — won’t always be a nice 50-50 balance,” says Schilling, so be prepared to react, but respond with the end goal in mind.

3. Plan your time, but leave time for play.

Good time-management skills are paramount whether you’re working one job or three. Schilling suggests creating a weekly default calendar that blocks out time for each job, exercise and other recurring commitments.

“If you don’t have a backup plan for how you spend your time, it’s easy to let other people determine your schedule,” she says.

But leave time for spontaneity where you can. As the mother of a three-year-old, I sometimes choose to forgo my schedule to play dollhouse and make rainbow cupcakes. I’ve found that those moments of freedom yield fresh ideas and bursts of creativity, while rekindling energy.

“It’s important to not just work, go home, eat, sleep,” says Coffman-Thiede. She encourages clients to develop and set goals for other parts of their lives (hobbies, spiritual life, exercise, etc.) as well.

“It’s in those realms that we find great opportunities,” she says. “It’s also where we find a lot of joy and inspired action.”

4. It’s not forever, if you don’t want it to be.

If you’re working multiple jobs, particularly for financial reasons, realize it’s not for-

ever. Keep your goals in mind, take note of your progress, feel your success, and one day you will be there, enjoying the work life of your choosing.



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Making it work

When working two jobs (or more), good time management skills are crucial. Here are a few tips to maximize your time:

Keep your commitments in one place. Combine your personal and professional commitments in one place such as a paper calendar, Microsoft Outlook or BlackBerry, so you don’t schedule a meeting during your child’s ballet recital. Be sure to keep it up-to-date.

Plan the night ahead. Pick out your clothes, pack your purse, briefcase and gym bag, and make your lunch. Put what you can in the car. Write checks, sign papers, put stamps on outgoing mail. Prepare as much as you can in advance.

Make a to-do list and follow it. Place high-priority items first, instead of doing a to-do brain dump on paper.

Skip multitasking. Very few people are truly good at multitasking; for the rest of us, it leads to confusion, mistakes and inefficiency.

Curb your e-mail infatuation. Constantly checking e-mail (as well as checking it first thing each morning or shift) shifts your attention from important tasks to low-priority items. When you do check e-mail, triage your response: Those that need immediate attention, those that can wait, and messages that can go directly to the Trash folder.

Have an organized space. Scrambling for 10 minutes to find keys is a sure way to put a damper on your day. Create spaces for your things and put them there. At the end of the day or work shift, put everything back in its place.

Get a good night’s sleep. You might get a little more done if you stay up late, but it will drag you down the next day.

—Amanda Wegner



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