

Work Life Balance for the Athletic Administrator



Nicole Ebsen Brett Bildstein

Oak Park River Forest (IL)

- Athletic Director for 14 years
- Worked in Chicago Suburbs
- Largest HS district in IL for 9 years; OPRF for 3 years
- Coached Volleyball, Softball and Badminton
- Former PE/Health teacher, Dean of Students, Assistant Athletic Director and Activities Director
- Wife to Firefighter (Rob)
- Mother of Two (Myles - 8 & Emmett- 5)



Niles

- Athletic Director for 13 years
- Worked in Chicago Suburbs, Chicago Public Schools, and Iowa
- Coached Baseball and Basketball Coach
- Former English Teacher, Activities Director, and Community Liaison
- Husband to a Teacher (Katie)
- Father of Two (Brooks - 10 & Everett - 6)



What it took to get to this moment...
Month in review for the Bildstein and Ebsen Families....



Athletic Director

- 50 - 75 hours a week
 - Early Mornings, Late Nights, and Weekends
 - Supervising Athletic Contests
 - Meeting with Coaches, Parents, and Student Athletes
 - A million tasks
 - A hundred fires to put out
-
- Coaching, Teaching, Teacher Evaluations, Dean, AP, and “Other Duties Assigned”

Life

- Partner
 - Parent
 - Other Family Obligations
 - Friends and Social Life
 - Household Tasks
 - Hobbies and Interests
 - Health (exercise and diet)
 - Hobbies and Passions
-
- Life Situations

Current Reality

HIGH-SCHOOL

Long hours, time away from family, burnout: Why athletic directors are leaving in droves



Matt Allibone

York Daily Record

Published 6:00 a.m. ET Jan. 11, 2022 | Updated 8:52 a.m. ET Jan. 11, 2022

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HIGH SCHOOL

Athletic director job turnover is alarming

Jake Furr Reporter

Published 6:09 p.m. ET July 16, 2015 | Updated 9:12 a.m. ET July 17, 2015



Key Points

- Three to five new athletic directors being introduced every day in Ohio
- Pressure of the responsibilities higher than most jobs
- Time commitment deters many from pursuing career
- Administration help could help make the job easier

HARTVILLE-LAKE

The good, the bad and the ugly of being an athletic director

Joe Scalzo joe.scalzo@cantonrep.com

Published 11:00 a.m. ET Sept. 29, 2019 | Updated 6:20 p.m. ET Sept. 28, 2019

We Aren't Always "There"....

Feeling the Impact

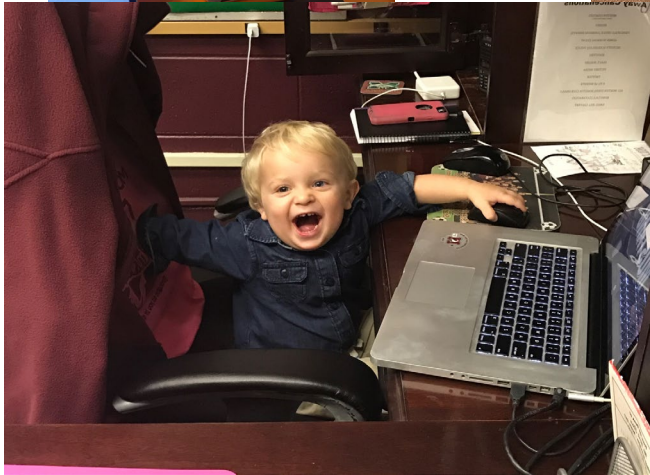
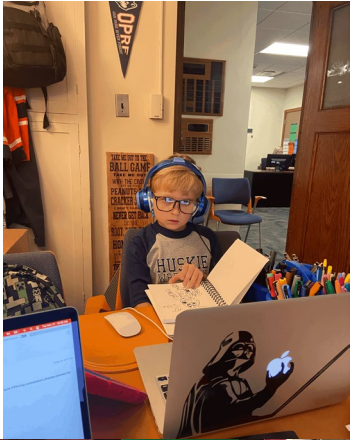


So What Can We Actually Do? EVERYTHING Still Needs To Get Done!

Disclaimer:

- We are not experts in creating a Work/Life Balance. However, we try to get better every single day.**
- Some of the ideas we will provide may or may not work for your exact situation.**
- We love our jobs and love our families and would like to continue to try to balance the two for as long as possible.**

Your Worlds Will Collide... Make Sure Your Family Feels Welcome in Your School Environment



9:00

< Inbox The Wednesday Word ... > >

for your updates:

- **For Smiles on the Wednesday** – The 8 year old son of our Athletic Director drew the portrait below of an employee while on the sidelines of the OPRF vs. Fenwick football game last Saturday. Take a guess [here](#) at who this employee is. The first person to guess correctly will win a voucher for a lunch meal at the staff cafeteria.

- **Back to School Night – Is Tomorrow, August 31st**, families begin arriving at 5:45 pm, program ends at 8:39 pm. Refreshments and cookies will be available throughout the evening in the Staff Cafe for Staffulty. Bell schedule is as follows:

Period	BTS Bell Schedule

🗑️ 📁 ↶ ↷ ✎



Prepare your week: Sunday = Funday

Grocery Shop/ Meal plan --- GET A CROCKPOT :)

Fill up car

Laundry

Confirm/Review Childcare schedule / update white board in home and shared calendar

Clean house (put in earpods and make calls)

Make meals for week

Prepare any correspondences needed to be mailed (cards for events... YES I am old school and like to send snail mail)

Review/check schedule for week: Opponents websites, transportation, officials, supervision, security, facilities

Get Emails to a flagged/ color coded follow up in Outlook

Create your team and establish boundaries

- **Have your “go to” people at work**
- **Establish acceptable work hours and communicate your hours**
 - Ask for later start time to get personal stuff done in the morning.
- **Develop your office flow chart to encourage cohesion**
 - Everyone has a specific role or roles and people understand where to start conversations
 - Communicate that cc for whole department isn't necessary
 - Give your staff the capacity to be responsible for their roles
- **Work phone vs “Bat phone”**
 - Nothing on the work phone on Sundays
 - Only your people responsible for being in charge in your absence have bat phone number
- **Use out of office/send email when gone** ie. going to national conference

Making time...

- Date nights**
 - Kids (together and individual)**
 - Partner**
 - Friends**
- Movie nights**
 - Saturday nights**
- Self care**

Work Planning

Utilize Brian Cain's 168

Inbox Zero to be Present

MY TOP 3 PRIORITIES:

1. Timesheets
2. West game protocols
3. Winter Supervision

MONDAY, OCTOBER 16, 2023

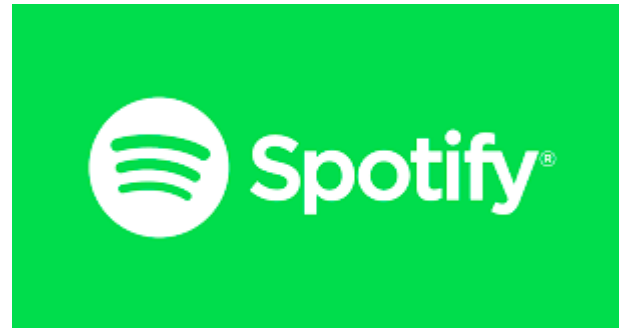
5:30 - 6:30 AM	Wake up, workout, shake, kids lunches, Katie coffee
6:30 - 6:45 AM	Scan email
6:45 - 8:00 AM	Shower, get kids ready, breakfast, coffee... ice cream money
8:00 - 8:45 AM	Drive kids to school and drive to school... call Scott and finish Coaching Kingdom
9:00 - 9:30 AM	Verify timesheets
9:30 - 9:45 AM	Building Walkaround
10:00 - 10:45 AM	Operations Meeting... West game, backpacks
10:45 - 11:00 AM	Scan email
11:00 - 11:30 AM	Check in with Filip
11:30 - 11:45 AM	Walk grounds
11:45 - 12:30 PM	Inbox Zero
12:30 - 1:00 PM	Lunch: Burrito Bowl
1:00 - 1:30 PM	Andre Check-in
1:30 - 1:45 PM	Check in with Katie
1:45 - 2:45 PM	Winter Supervision Schedule with Danae
2:45 - 3:00 PM	Scan email
3:00 - 3:30 PM	Finish Zera eval
3:30 - 4:15 PM	Practices... check keycards for swim, football off at 4:45 PM
4:15 - 4:45 PM	Inbox Zero
4:45 - 9:00 PM	Soph and Varsity Soccer...garlic chicken and remind Matt of lightning announce
9:00 - 9:45 PM	Drive home... Call Mom
9:45 - 10:30 PM	Unwind, stretch, scan email, and 168

How to Work in the Car

Calls on the Way To and From Work

Mobile Library (Audiobooks and Podcasts)

Unwind with Music



Track Your Time

Apple Watch - standing, movement, exercise AND attention residue help

Track Hours

- For understanding
- For help (assistant or supervision)
- For equity of sports
- For work/life balance
- For interns
- For \$ or flex time

Efficiency Hacks to Save Time (Work)

“Lesson Plans” Ready - highlight changes

Organizational Flow Chart (delegation) - remind coaches, parents, and athletes

Multiple Monitors - life changer

Google Spreadsheet Education - private tabs feeding public tabs

Honest Game and College Databases - efficiency

Set timers/reminders - stand and move, check in with loved ones, ask coaches, colleagues, athletes questions

At Home - Be Present

Set standards for phone calls vs. texts vs. emails

Put the phone away... attention residue & social media

Outsource when/if you can

- **Meals**
- **Kids Chores**
- **Grocery Shopping**

Atomic Habits (James Clear)

- **Make the positive things easier/more convenient**
- **Make the negative things more difficult to do**



At Home Hacks

ID Badge off in the Car

No Gaslighting... listen to family's feelings

Kids

- **Take a breath**
- **Just be present**
- **Play**

Partner

- **Be with someone who understands... situation vs the person**
- **Love language... acts of service**
- **Maximize the time**

Don't find yourself missing your own family time to only put on events for other people's families to enjoy.



Your coaches and student athletes may forget what you did for them tomorrow, but your family will remember forever.

Utilize work to create family time!



Questions?

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Brett

Feel free to email us for anything we currently utilize.