

WORK-LIFE BALANCE TIP SHEET

- Often, work-life balance issues result from improperly managing your workload. To stay on top of your work load, make sure you are doing the following:
 - Delegating appropriately
 - Saying “no” when needed, in order to keep your workload manageable
 - Managing your time effectively
- Recognize the benefits of work-life balance. Giving yourself adequate time to recharge allows you to be more effective and productive during the time you devote to work.
- Set small goals to move yourself towards a more desirable balance (e.g. leave at 5:00 p.m. one day per week)
- Schedule time for non-work activities (e.g. a weekly yoga class). Having them on the calendar will likely increase your odds of following through with them.
- Set boundaries on the amount of time you spend on work-related activities. (e.g. no emails after a certain hour, only work for a certain number of hours on weekends)
- Engage in behaviors that support your well-being such as exercise, healthy nutrition, meditation, and adequate sleep. These will boost your mood and enhance your effectiveness.
- After a month, evaluate how you did on your goals, look for issues that get in the way so that you can address them.