

WORK/LIFE BALANCE

What is Work/Life Balance?

Work/Life balance is juggling your professional life and your personal life. There is not a single formula for achieving a balanced life. It is a personal decision how one combines career, spouse/significant other, children, friends and self into an integrated whole.

It is not easy to juggle the demands of career and personal life. Between managing work responsibilities and deadlines, school and community activities, household responsibilities, and ongoing care of family members (children, teens, and older adults), schedules fill up without free time to spare. For most people it is an ongoing challenge to reduce stress and maintain balance in key areas of your life.

The key is to develop creative solutions as you approach the challenges of balancing the responsibilities of your many roles.

Some of the strategies and skills that you use at work such as planning, organizing, and setting limits can be used at home for accomplishing a satisfying, fulfilling well-balanced life both professionally and personally.

The following tips can help employees be productive on the job, and care for loved ones while meeting their own personal needs:

Work

- Make the most of your commute to work
- Take your scheduled breaks during the day; this will help you feel refreshed
- Maintain a positive work environment with your supervisor and co-workers
- At the end of the day, set your priorities for the next day
- Develop effective time management skills
- Explore new learning opportunities
- Leave work at the gate

Family Relationships

- Schedule quality family time together
- Create family activities you can all look forward to
- Eat dinner together as a family whenever possible
- Keep the lines of communication open within your family

Home

- Take some time to unwind after work
- Create a boundary between work and home
- Listen to some soothing music
- Make time for a hobby that requires a slower pace (e.g., reading, gardening, yoga)
- Decide what chores can be shared and what chores can be let go of
- Make time for future plans and projects
- Develop a family budget

Self

- Exercise regularly
- Engage in healthy eating
- Drink plenty of water
- Get sufficient sleep
- Set realistic goals and priorities for yourself, and reassess on a regular basis
- Don't over-commit yourself
- Get involved in your community
- Make time in your schedule to spend quality time with friends
- Find humor in your everyday life (at work and at home)
- Make a positive contribution at work, home and in the community
- Be realistic about expectations of yourself and others
- Be kind to yourself
- Find time to pursue your religious/spiritual needs