



Achieve good balance

When your work-life balance is off-kilter, you may find yourself tired, stressed, overwhelmed and short on time. This can lead to poor health, loss of productivity and burnout. Find your balance with the help of these tips.

Read on to learn more!



HealthAdvocateSM



Achieving work-life balance

These tips may help you improve your quality of life, reduce stress, increase your productivity at work and at home, and avoid burnout.

Set boundaries. This works both ways—leave work at work and home at home. Blurring the lines between your work life and your home life can contribute to feelings of being overwhelmed and overworked.

Unplug. Part of setting boundaries is disconnecting from work when you're at home. If you're not required to check your email or remain available by phone to work when you are home, you should avoid doing so.

Practice relaxation. Counteract the negative effects of stress by deep breathing, meditating or any other activity that helps you relax and unwind.

Stay positive. Negative thinking increases stress. Break the cycle of negative thoughts by looking at situations in a positive manner and considering how they contribute to your life.

Talk about it. Communication with others can help you defuse stress and tension. Having people you can talk to can help you better cope and handle stressors.

Work it out. Exercise can serve as a mood booster and effectively reduce stress. Take a walk, climb the stairs or do something physical until you feel your mood improve. If you're able to go outside, it can have an even greater positive effect.

Eat well. A well-nourished body is more capable of handling stress. Bring your own healthy lunch and snacks to work such as sandwiches, salads, fruit and vegetables, and nuts to help you refuel during the day.

Get enough sleep. When your body is sleep-deprived, it can be difficult to concentrate, make decisions, and handle emotions—which can make life more stressful.

Share the work. Delegate tasks to family members to prevent feeling overwhelmed at home. If you're able to share your workload with others, ask for help when you need it.

Prioritize. When making your daily to-do list, decide what needs to be done first and what tasks can wait.

Keep two calendars. Unless you need to notify your family or work of travel plans, keeping separate calendars of your social activities and work engagements can be an effective balance strategy.

Break bad habits. Spending too much time on your personal phone or away from your desk, or starting your workday late, can make you less productive.

Let go of perfectionism. There is nothing wrong with striving to be your best, but if you fall short it is important to not be too hard on yourself.



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