

Work-Life Balance Reminders






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Work - Life Balance 18 Take Home Tips


- ### 1. Be the First to Leave Tomorrow




Make a commitment to leave on time at least twice a week, and do something constructive with your extra time.
- ### 2. Managers – Be Realistic

! - Don't expect your team to be workaholics


Agree a code for "Business Critical" emails or calls, so your team know what's urgent and can respond immediately.
- ### 3. Manage Your Diary




Don't allow your diary to have no clear space in it. Start the day with 2/3 difficult tasks and get those done at your peak performance time
- ### 4. Preserve Your Energy




Be ruthless with tasks, which take up your energy- Are they essential? Can they be done differently? Discuss them with your manager to allow you to maximise your energy.
- ### 5. Rethink Personal Chores



Allocate one lunchtime per week or month, to completing personal chores and put it in your diary. Create a to do list, so that you can manage them without this impacting upon your time.
- ### 6. Exercise




Scientific research shows an increase in productivity and effectiveness with just 10 minutes of exercise, this can easily be built into any day. Start a "walking club" and get some exercise with colleagues at lunch time.
- ### 7. Relax




It is essential in the most hectic of days, that you move away from your place of work, albeit for only 10/15 minutes – this may be sitting in the car with the radio on or reading a book on a park bench.
- ### 8. Ask for Help




If you workload is totally unmanageable in the time you are at work, you need to be asking for help.
- ### 9. Remove "Perfect"




Don't strive to be perfect on every single thing you do, categorise those areas you can't compromise on, and then deliver the rest to the best of your ability.
- ### 10. Avoid Adrenaline Addiction




Some of us love the adrenaline rush of being in demand, and overly busy. This is fine, but it shouldn't become the norm.
- ### 11. Don't be a Martyr




Office martyrs overload themselves with work, refuse help or won't delegate to colleagues in order to be recognised for their work. Working too hard can often harm rather than enhance your career prospects.
- ### 12. Work from Home




Whilst this adds lots of flexibility, this can often result in longer working hours and less activity. Working from home could add an additional day of time to your working week, so use this extra time for yourself rather than adding it on to your working day.
- ### 13. Say No




Be realistic. There comes a point where you can't do everything for everyone. Know your limits and learn to say NO.
- ### 14. Keep Days Off and Weekends Precious




Use your weekends and holidays to recharge your energy levels – so you are back to your best when you return to work. Avoid non-essential work and plan activities that will reduce stress.
- ### 15. Take Responsibility for Your Own Wellbeing




Your wellbeing is your own responsibility, so if you find that you are developing issues, take action before they become more serious.
- ### 16. Stop for Meals



There is nothing worse (or more unhygienic) than eating your lunch at your desk – you're usually distracted, eat it quickly and are looking at the internet. A short break to eat your meal calmly and slowly away from your normal working environment can have huge productivity benefits.
- ### 17. Make Time for a Holiday

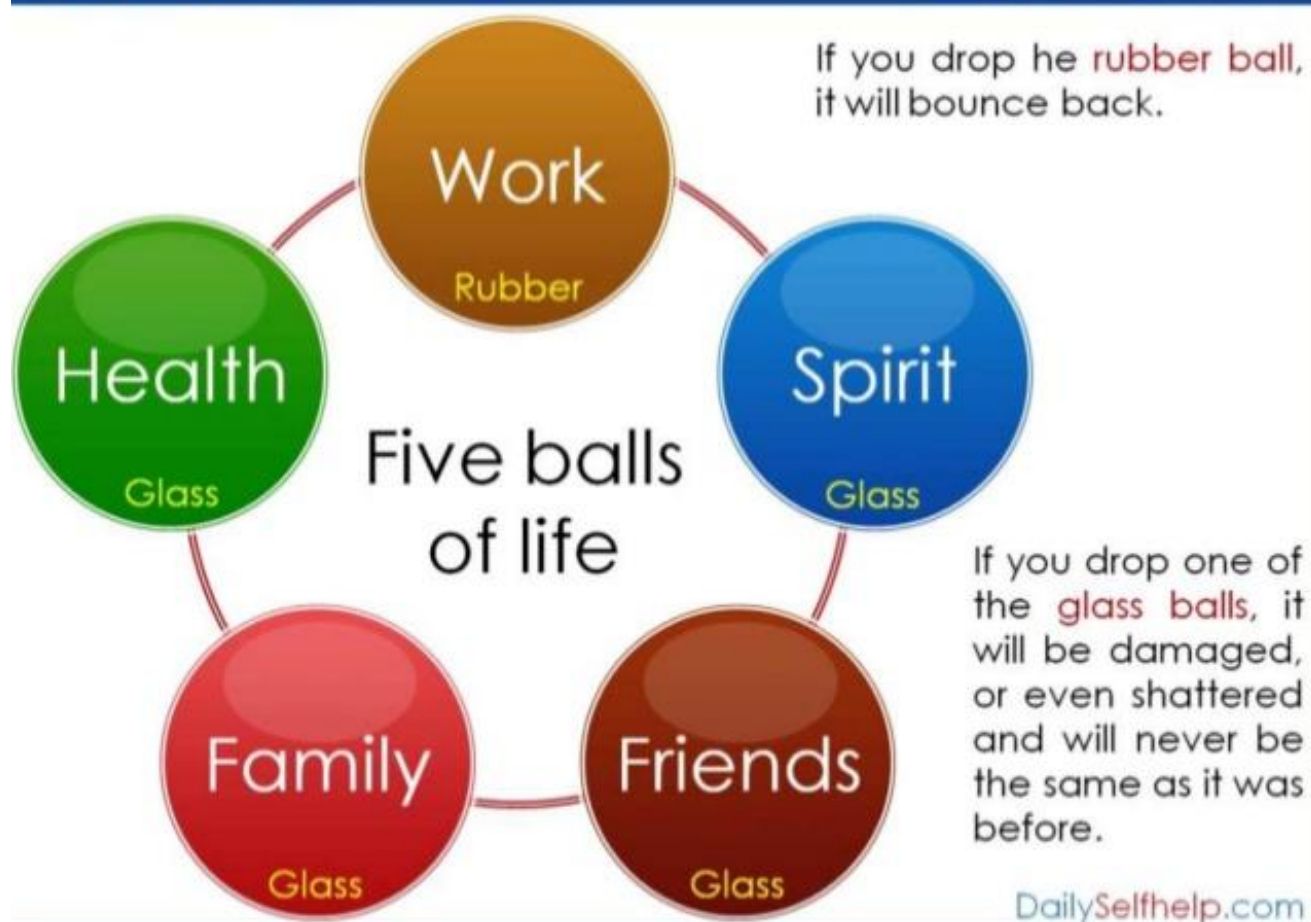


If the thought of planning to take a week or two off fills you with dread, you need to think seriously about your work life balance. If it's really not possible, build in regular long weekends to give you a pit stop to do something other than work.
- ### 18. Get More Sleep



A lack of sleep affects productivity and has a dramatic effect on your health and wellbeing, after only 72 hours of sleep deprivation your mental health is effected.

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Benefits Of Work Life Balance

- **Organization**
 - Measured increase in productivity, accountability, commitment
 - Better teamwork and communication
 - Improved morale
 - Less negative organizational stress
- **Individual**
 - More value and balance in your life
 - Understanding your best work life balance
 - Increased productivity
 - Better relationship both on and off the job
 - Reduced stress



Be Good to You!

**Be yourself, truthfully.
Accept yourself, gratefully.
Value yourself, joyfully.
Forgive yourself, completely.
Treat yourself, generously.
Balance yourself, harmoniously.
Bless yourself, abundantly.
Trust yourself, confidently.
Love yourself, wholeheartedly.
Empower yourself, immediately.
Give yourself, enthusiastically.
Express yourself, radiantly.**

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