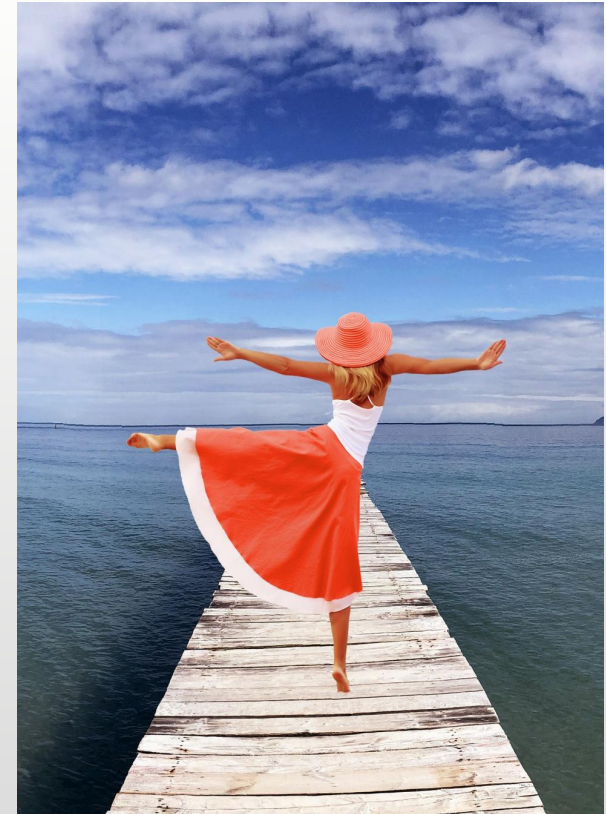


LIFE AND WORK BALANCE

Strategies to finding fulfillment in your job and at home



ONE LIFE TO LIVE

- We come into this world head first, and we go out feet first; in between, it is a matter of balance — Paul Boese
- Balance is not something you find. It's something you create. — Janna Kingard
- Survey by NIH: 60 percent of respondents said that pressures and responsibilities of the workplace and home life don't have boundaries. One-third of Americans said they work too hard, with 40 percent saying they work too many hours.



WHAT IS AN UNHEALTHY WORK-LIFE BALANCE?

Constantly overworking: Regularly working long hours and weekends without time for rest, relaxation and family time.

Neglecting personal life: Sacrificing personal relationships, hobbies and leisure.

Burnout: Experiencing physical and mental exhaustion.

Lack of self-care: Failing to prioritize things such as sleep, exercise, hobbies.

Strained relationships: Difficulty maintaining healthy relationships with family, friends loved ones due to work.



HOW TO IMPROVE WORK-LIFE BALANCE



PLAN AHEAD: Anticipate ways in which you can combine work with leisure, social and fitness activities. If you have virtual meetings, take a walk while you're on them; find a place to sit outside while you work.



SET BLOCKS OF TIME FOR DIFFERENT TASKS: Designate a time to check messages, meetings and time to do the most mentally intensive work.



END WORK AT A CERTAIN TIME: “Work expands to fill the time we give it.” Set a time to end work and **STICK TO IT!** Power down devices, get offline, lock your office.

HOW TO IMPROVE WORK-LIFE BALANCE



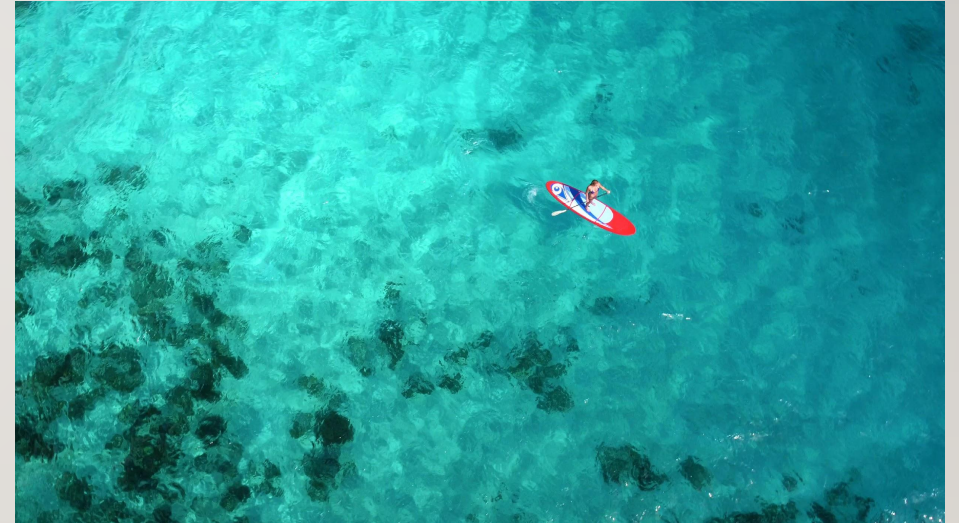
USE TECHNOLOGY TO UNPLUG: Use an app to block distracting apps during the workday, and then block work tools after hours.



GET OUT FOR LUNCH: Time together builds camaraderie, and even if you're home, take time to see co-workers or have lunch with a friend.



TAKE TIME OFF: There are clear times to take off. Take the time to plan a vacation so the time doesn't slip away from you.



HOW TO IMPROVE WORK-LIFE BALANCE



PRACTICE MINDFULNESS: Being mindful helps you be more in tune with your emotions and physical sensations. Understanding how your body reacts is important for learning how to address stress and worry.



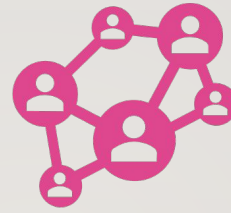
FIND SOMETHING OUTSIDE OF WORK THAT YOU LOVE AND DO IT! Having something you look forward to outside of work is critical to balance. It will make work more manageable if you have something to look forward to. It's important to schedule activities that you enjoy.



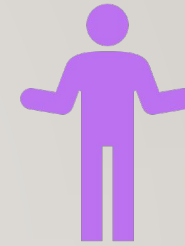
DOES YOUR WORK MATCH YOUR INTERESTS? Does your work feel completely unrelated to your other interests in life? Is that a good thing? Figure that out, and if you need a change, consider how to make that happen.



HOW TO IMPROVE WORK-LIFE BALANCE



**COMMUNICATE WITH YOUR
MANAGER:** Poor work-life balance can sometimes be helped by simply communicating with your manager. Talking to leaders may help you decide how to prioritize your time.



**WORK WITH A COACH OR
THERAPIST:** If you're feeling overwhelmed, stuck or don't know how to disconnect, seek a professional to help you process your concerns and identify changes that will bring more balance.

HOW MANAGERS CAN SUPPORT THEIR EMPLOYEES

- **REMIND YOUR TEAM TO UNPLUG:** Encourage your team to leave laptops and work phones at home when they go on vacation. Don't engage in work-related communication after hours unless it's absolutely necessary.
- **EDUCATE EMPLOYEES ON THEIR BENEFITS:** Remind employees that sick pay and PTO are part of their compensation, and also use them yourself!
- **CHECK IN WITH DIRECT REPORTS:** Make time for check-ins and be sure to ask about their well-being. Read between the lines if required.
- **SET AN EXAMPLE FOR YOUR TEAM:** Practice what you preach in work-life balance areas.
- **RESPECT WORKING HOURS:** Don't schedule meetings before or after work hours. Encourage team members to finish on time and take notice of those who works consistently late.



ONE LIFE TO LIVE

“Evidence of a life well lived is found in those who love you.”

