

Work Life Balance



If you're finding it difficult to maintain a work/life balance, you're not alone. Without a doubt, it can be difficult to bring our life back into balance, especially with increasing demands in the workplace these days. Here are some signs to be aware of and some action tips to bring yourself back into balance.

Some signs of work/life imbalance include:

- Feeling overwhelmed, like you've lost control of your life
- Feeling guilty that you're neglecting areas of your life
- Difficulty concentrating

Action Tips at Work

- Schedule regular breaks for yourself. Your productivity and effectiveness will increase if you take regular breaks.
- At the end of each day, set your priorities for the following day. Be realistic about what you can achieve in the time you have available.
- Only respond to email once or twice a day. Then, shut off your email program to avoid being distracted as messages come in.
- Make a distinction between work and the rest of your life. Protect your private time by

turning off electronic communications. Don't be available 24/7.

- Address concerns about deadlines and deliverables early. As soon as you see that a deadline is unrealistic, communicate your concern to your employer - don't wait until the deadline passes.
- Take all of your allotted vacation time. Taking vacation allows you to come back to work refreshed and more productive.

Source:Canadian Mental Health Association www.cmha.ca