

## Tips for Work Life Balance

### Getting Balanced

- Make balance a priority and commit to it - make it a change that you want!
- Make time to reflect on your life and balance needs
- Make note of where your energy is going (actual balance) and decide on how you would like your life to be (ideal balance)
- Make plans to achieve balance by setting reasonable goals and removing obstacles
- Start small by adding enjoyable activities back into your day or week and reward yourself for gains made
- Stay focused and motivated by getting others involved in your attempts to balance and by making dates, reminders and other changes to your routine that support your plans.

### Tips for Work (paid, voluntary, home duties, study)

- Know your role and responsibilities - expectations
- Accept your limits (time, energy, skills) as a natural part of working life
- Take proper breaks to relax or energise
- Manage your workload by prioritising, and when appropriate, by seeking assistance or delegating
- Slow down – your inbox will never be empty
- Talk to your colleagues - shared problem solving brings other options and support
- Seek good advice and 'perspective' by asking helpful questions such as - 'what is the best step to take here?'
- Learn to say no to things that are not 'essential'
- Cultivate a sense of humour, creativity and fun at work (and use appropriately – Politically correct)
- Think ahead and set achievable goals
- Maintain your interest and curiosity in your work and others; stay fresh by looking towards what could be learnt or done differently
- Focus on the positive aspects of your work & personal life. Record and remember these often.
- Learn to accept what you cannot change; take positive steps to change what you can.

### Personal Development (identity, self esteem, learning)

- Make time for yourself to reflect on your achievements, strengths, goals etc
- Take up a new hobby or interest
- Try a short course at Uni or TAFE
- Talk about people, the world and your thoughts on life
- Listen to what others have to say

### Heart & Mind

- Accept that you will experience a full range of emotion and learn how to express this appropriately
- Get to know your personal signs of stress
- Prevent stress from creeping up - develop a personal daily/weekly plan/habit to manage stress.
- Learn how to use breathing and other techniques to relax (bath, massage, read, music, hobbies)
- Control negative thinking (worry) by rationally reviewing each situation. Ask yourself, 'what would I be telling a friend in this situation to help them?'
- Take one situation at a time – sit down and problem solve the best approach and plan positive and assertive approaches to interpersonal stressors
- Be reasonable: Practice what you preach; Take good advice; Check if your attitude is helping or hindering you: Look at the glass half full versus half empty
- Nurture positivity; read positive literature, share something positive, watch positive movies

### Tips for Physical Well-being

- Regular activity & exercise (walk; swim; ride; sports) improve general and heart health, increases energy and concentration
- A healthy, balanced diet provides excellent stress buffering. The Heart Foundation recommends following the Kellogg's cereal box Healthy eating Pyramid!
- Reduce your intake of caffeine; nicotine; alcohol; drugs
- See your GP, dietician, exercise physiologist, etc

### Tips for Relaxation - (leisure, rest)

- Make a list of pleasant activities and do more of them - eg movies, reading, music, massage, time with pets
- Make time for rest and ensure a healthy sleep pattern
- Try to reduce intensity - don't book yourself full

### Tips for your Social Self

- Spend time with children, family, friends and people you like and get involved with social activities regularly
- Add more fun and play to your life - games and parties
- Build a support network in your friends and family for talking and sharing regularly- reduce isolation

### Tips for your Spiritual Side

- Take time to clarify and discuss your values, beliefs and the meaning of life!
- Discover more of you: try new/different things; try meditation, church, interest groups, adventures, etc
- Make efforts to see and develop your personal 'bigger picture' of life. Connect to what "fills you up".