



WORK-LIFE BALANCE

BALANCING WORK & LIFE

1. Principles that Impact Work-Life Balance

25% of working Americans described themselves as being “super stressed.” Being stressed is not balanced, nor is it healthy. This stress stems from commitments at the office, home, and outside activities that feel impossible to accomplish. When stress levels spike, your productivity plummets. Stress impacts your health, lowering your immune system. Stress can also be viewed as a motivator; it can push you to perform your best. In order to manage your stress, you must find balance. If your work-life is balanced, you are more productive, will have fewer sick days, and you will remain at your job longer than you would have otherwise.

2. What Leads to a Poor Work-Life Balance?

Increased responsibilities at work can lead to a poor work-life balance. Due to Covid-19, many workers have had to take on more work because of people not returning to the workforce. This also leads to working longer hours. More responsibilities at home can also lead to a poor work-life balance. Factors that would cause this could be having children or becoming a caregiver to a parent.

3. How to Improve at Work

You need to prioritize your responsibilities. Don't prioritize what's on your schedule, schedule your priorities. For example, young in your career, you may have enjoyed traveling, but now you have kids. Now, you prefer not to travel because your kids are your priority. You should outline your priorities in order to ensure that your most important ones get the attention they require. Set manageable goals at work. Be realistic about your workload and deadlines. If you see there is too much to do, have an open conversation with your supervisor. Avoid procrastinating; if it is a large project you are working on, do not get intimidated, work on a little at a time. Give yourself a break when it is needed.

4. How to Improve at Home

When you get home, focus on actually being present at home. Take time to turn off your electronics. Do not feel the need to commit to everything. Learn to say no to when people are constantly asking you to do things. Make time in your schedule to get active.