



How to achieve work-life balance!

Finding the right balance between work and family can sometimes feel like a juggling act! With so many demands pulling you in different directions, it's easy to feel overwhelmed or stretched too thin.

But what if you could find a way to make it all work without sacrificing your well-being or your relationships? Whether you're dealing with tight deadlines at work or a busy family schedule, the challenge of balancing work and family is something many people face every day.

Why is work-life balance important?

Improving your work-life balance can improve your overall well-being, including your physical, emotional, and mental health.

What does work-life balance look like?

Work-life balance is about finding that sweet spot where your career and personal life coexist peacefully. The unique nature of each of our lives and our changing responsibilities means that work-life balance looks different for everyone.

Ways to improve your work-life balance:

- **Set clear boundaries!**

Decide when your workday starts and ends, and stick to it! By setting boundaries, you create a clear split between work and personal life, helping you to be fully present when you're with your family. It also shows your loved ones that they are a priority.

- **Prioritise your time!**

Not everything on your to-do list is equally important! Take the time to prioritise tasks at work and at home so that you're focusing on what truly matters.



- **Delegate when possible!**

You don't have to do everything yourself. At work, delegate tasks that others can handle, and at home, share responsibilities with your partner or family members. Delegating not only lightens your load but also empowers others to contribute!

- **Create a family calendar!**

Keeping track of everyone's schedules can be a full-time job in itself! A shared family calendar can help keep everyone organised and aware of each other's commitments.

- **Learn to say no!**

It's okay to say no to extra work projects or social invitations if they interfere with your family's work-life balance. Knowing your limits can prevent burnout and ensure you have time for what truly matters!

- **Practice self-care!**

Taking care of yourself is important for maintaining the energy and patience needed to balance work and family life. Whether it's regular exercise, a hobby, or simply some quiet time alone, self-care helps recharge your batteries!

- **Be fully present!**

When you're at work, focus on work; when you're with your family, focus on them. This approach of being fully present wherever you are helps you know how to separate work and personal life effectively.

- **Make time for fun!**

Don't forget to have fun! Balancing work and family don't mean your life should be all work and no play. Make time for activities that bring joy and laughter to your life, whether it's a family game night, a weekend getaway, or simply watching a movie together!

If you need help with achieving a work-life balance, contact our Mental Health Services department **(014 590 1700)** or alternatively talk to an EAP Counselor **(010 133 0525)** who's available 24/7!