

Creating a Work-Life Balance



Health and Wellness

Work-life balance is defined as the amount of time you spend doing your job compared with the amount of time you spend with your family and doing things you enjoy. With changing family roles and expectations, it can be challenging to achieve a work-life balance.

Many working parents feel conflict between work demands and time spent at home.

Top Eight Ways to Tell if Your Life is out of Balance

1. You're tired, depressed, anxious and tense.
2. Your work performance isn't as good as it has been and you're missing work more often than you should.
3. Your personal relationships are suffering.
4. You feel like you're running in circles and getting nowhere.
5. You feel like you have no choices and no control.
6. You can think of more things that aren't getting done than are.
7. You feel like one part of your life is dominating your time and energy.
8. Your life is happening to you rather than you managing your life.

Tips for Creating Work-Life Balance

Clarify priorities. Take some time to think about where you want your energy focused. These areas are based on your values and the areas of life you see as most important for personal success.

Conduct a personal assessment. Think about where you are in life, age, career, personal achievement, family, spiritually. Are all the things you have listed achievable and realistic goals at this moment?

Take inventory of your life. Make a list of all of the tasks that you are committed to completing in your life today.

Clarify tasks and priorities. Tasks that do not fit into one of your focuses should be removed from your list or delegated to someone else. Are there areas of your life that you believe need focus that are seriously lacking your attention presently? Take the areas that you are in a position to focus your time and rank them from most important to least important.

Practice Priority-Based Time Management

Figure out what really matters to you in life. Getting your priorities clear is the first and most essential step toward achieving a well-balanced life. Figure out what you want your priorities to be, not what you think they should be. Sit down and take a few days to create a list of things that are important for you to get out of life. Give yourself a few days and come back to the list and revise it as necessary. Number the priorities with 1 being the most important. When you have completed your list, priorities 1–5 will be where you should be dedicating your time.

Drop unnecessary activities. By making a concrete list of what really matters to you, you may discover you're devoting too much time to activities that aren't a priority.

Protect your private time. You probably think twice before skipping out on work, a parent-teacher conference or a doctor's appointment. Your private time deserves the same respect. Carve out hours for yourself and your relationships.

Plan fun and relaxation. Fun and relaxation are an essential part of living a well-balanced life. Until you get into the habit of taking time for yourself, set aside space in your planner for relaxation and fun. Plan what you're going to do and make any necessary arrangements, such as child care, to ensure you'll be able to keep your commitment.

Key Takeaways on Finding a Work-Life Balance

It is important to establish priorities in your life, both at work and at home. Try to take time out of each day to identify high, middle and lower priority items so you can focus on what you need to get done and remember you can always say no!

Source:
Work-Life Balance: <http://www.worklifebalance.com>

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