

# WORK-LIFE BALANCE STRATEGIES

Work-life balance refers to the equilibrium or harmony an individual strives to achieve between their professional or work-related responsibilities and their personal life, which includes family, relationships, hobbies, health, and leisure activities. It is about finding the right balance between work and other aspects of life to ensure overall well-being and satisfaction. Work-life balance acknowledges that work is an important part of life, but it shouldn't dominate or overshadow other essential aspects. Some common strategies for maintaining work-life balance include:

## 1. **Setting boundaries:**

Establishing clear boundaries between work and personal life, such as defining specific working hours and avoiding work-related activities during personal time.

## 2. **Prioritizing tasks:**

Identifying and prioritizing the most important tasks and focusing on them to avoid unnecessary stress and overwork.

## 1. **Time management:**

Efficiently managing time by scheduling and organizing activities, including both work and personal commitments.

## 2. **Delegation and outsourcing:**

Delegating tasks at work or seeking help with personal responsibilities when possible to lighten the load and create more free time.

## 3. **Taking breaks:**

Incorporating regular breaks during the workday to relax, recharge, and prevent burnout.

## 4. **Setting realistic expectations:**

Being realistic about what can be accomplished within a given time frame and communicating boundaries and limitations to employers, colleagues, and family members.



## 5. **Self-care:**

Prioritizing self-care activities, such as exercise, hobbies, relaxation techniques, and spending time with loved ones, to maintain physical and mental well-being.



## 6. **Flexibility and adaptability:**

Embracing flexible work arrangements, if possible, and being adaptable to changes in work or personal life to maintain balance.

Work-life balance is crucial for overall happiness, productivity, and mental health. It allows individuals to fulfill their professional responsibilities while also enjoying a fulfilling personal life, fostering better relationships, and promoting overall well-being.



Self-care. Connect

Contact your EAP at  
1-877-747-1200