

# Health Fact Sheet

## Work Life Balance

### ‘The Balancing Act’



We live in a fast moving world. For most people there are not enough hours in the day to do everything they need and want to do. Balancing home and work life can sometimes be a struggle.

Below are some tips on how to train yourself to manage your responsibilities and create time to do the things you would like to do whether it's a hobby, exercise, or maintaining relationships.

- **Identify the things that are most important to you** -Once you've identified your priorities arrange your time so that the most important things are done first. Take time every few months to reassess where you are, where you want to go, and what actions will take you there.
- **You are more than your job** -Make sure that your social and physical needs count as much as the need to advance yourself in your career. Set some achievable goals for yourself. Perhaps your secret goal is to learn a new language, write a novel or compete in a triathlon or just simply to take more annual leave. What supplies or equipment will you need? How much time and money will you need to invest to succeed at your goal? Estimate how many hours a week your action steps will take. Reward yourself for each step you complete, or with a big reward when you've accomplished a goal.
- **Track your time** -Keep a record of how much time you spend on each of your activities. Write down how many hours a day go into work, commuting, exercise, relationships, etc. People are often surprised at how many hours they spend on housework and how little time they spend on important relationships with friends and family.
 
- **Change some habits, make more time** -After looking at what you are spending your time on, decide which activities you could drop altogether or, you could make easier by being better organised. For example, pay bills while waiting for an appointment or make a shopping list whilst commuting.
- **Home** - Create more free time at home. After you have worked out how you're spending your time, look at what household tasks need to be done, how they are getting done now, and what adjustments you could make. Ask the whole family to help.
- **Look into some time-saving services** - Because so many people are short of time there are lots of services available to make life a little bit easier such as telephone and Internet banking, internet food shopping and delivery. Also there are plenty of dry cleaners and laundry services that deliver as well.
- **Work** - Make a list of all of the things to be done at work in order of priority, with the most important things first. Make a new list every day, evaluate the importance of each task and stick to your priorities. Delegating work is also an excellent way to free up time!

#### For more information visit:

Stress awareness information

<http://connect/CorporateServices/HR/StressManagement/Default.aspx>

Care First Telephone: 0800 174319

