

## Managing Work-Life Balance

Mental health is equally as important as physical health. Finding a balance between our work and personal lives can play an important role in our mental health and work production. When they are out of balance, stress levels can increase leading to health concerns. An invader of our personal life is modern technology. It can keep us constantly connected to work and other stressors easily leading to an “invasion” of our personal life. Managing work-life balance starts with evaluating your relationship with work and applying strategies to help you create a healthier balance.

### Cost of poor work-life balance

- ❖ **Fatigue.** Overworking yourself can lead to exhaustion, and as a result, productivity and accuracy may suffer – which could affect your professional reputation.
- ❖ **Poor Health.** Stress is associated with adverse effects on the immune system and can worsen the symptoms of existing medical conditions.
- ❖ **Lost time with friends and loved ones.** Working too much may cause you to miss important family events or milestones; regrets have damaging effects on your health and immune systems.



### Setting limits

- ❖ **Manage your time.** Remove or delegate activities you cannot handle or share concerns and solutions with your supervisor. Organize tasks efficiently to avoid overwhelming yourself.
- ❖ **Make a list.** Create a daily to-do list at home and work to track daily responsibilities. Without a plan, it is easy to veer off-course or have deadlines pile up.
- ❖ **Leave work at work.** Technology allows connection any time from virtually anywhere blurring the boundary between work and home. Make a conscious decision to separate work from personal time.

### Caring for yourself

- ❖ **Eat a healthy diet.** A diet emphasizing fresh fruits and vegetables and lean protein enhances the ability to retain knowledge as well as stamina and well-being.
- ❖ **Get enough sleep.** Lack of sleep increases stress. Avoid the use of personal electronic devices before bedtime. The blue light emitted from these devices decreases hormones associated with sleep.
- ❖ **Make time for fun and relaxation.** Schedule time each day for an activity that you enjoy, for example, running, puzzles, reading, walking the dog, yoga, or meditation. Activities performed with partners, family, or friends are a great way to allow for quality time and promote a healthy lifestyle.
- ❖ **Create a support system.** At work, identify co-workers that will substitute for you – and you for them – when emergencies arise. Enlist family, friends or loved ones for assistance at home when work obligations require additional effort.