



FINDING BALANCE: The Value of Work-Life Balance

In a 2010 study, 46 percent of people said their job demands often interfered with their family life, and overall 89 percent said achieving a work-life balance was a problem.¹ According to the Mayo Clinic,² letting work outweigh life can have consequences, such as:



Fatigue

Affects your ability to work productively and think clearly, which may lead to mistakes at work.



Poor Health

Stress can worsen the symptoms you experience from any existing medical condition.



Lost Personal Time

You could miss important family events or milestones, which can put a strain on your relationships.



Time Is on Your Side

The demands of a career and a personal life will always be a juggling act. However, if you can learn to set limits and take control of your time, you can create the work-life balance that's right for you. Below are a few ways that can help:

- **Manage your time**—Create a to-do list, then cut the activities you don't enjoy or have time for. Delegate when possible.
- **Learn to say no**—It's ok to say no to extra work or projects so you can focus on activities that are more meaningful to you.
- **Leave work at work**—Technology makes it easy to stay connected to work. Commit to separating work time from personal time.
- **Cut down on email access**—Focus on others' needs before checking email in the morning, and try not to look at your emails more than three times a day.

(continued)



Care For Yourself³

Taking care of yourself and maintaining a healthy lifestyle is essential for successful work-life balance. Below are some tips to help:

- **Eat a healthy diet**—A diet focused on fresh fruits and vegetables helps maintain your stamina and wellbeing.
- **Get enough sleep**—Lack of sleep increases stress levels.
- **Make time for fun**—Each day should include an activity that you enjoy. (Even better if it involves other people!)
- **Take advantage of your support system by leaning on co-workers or family and friends if needed**— If life just seems too chaotic or overwhelming to manage, consider talking to a professional—a counselor or mental health provider through a physician referral or through your employee assistance program (EAP).⁴



Talk to Your Employer

Many employers are now offering flexible work options which help achieve a healthier work-life balance. A 2012 report by the Society for Human Management Resources shows that⁴:

63%

of employers offer flex place/telecommuting.

73%

of employers offer flex time.

87%

of employers allow daily time off when important needs arise.

93%

of employers offer choices in managing time.

For more information on work-life balance, visit the following resources:

Mayo Clinic
mayoclinic.org

Mental Health America
mentalhealthamerica.net

Visit **ahealthyme.com** and be sure to sign up for an ahealthyme account!

1. whitehouse.gov/sites/default/files/docs/nine_facts_about_family_and_work_real_final.pdf
 2. mayoclinic.org/healthy-lifestyle/adult-health/in-depth/work-life-balance/art-20048134
 3. mayoclinic.org/healthy-lifestyle/adult-health/in-depth/work-life-balance/art-20048134
 4. shrm.org/hrdisciplines/benefits/articles/pages/2012nse.aspx



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