



**ASSIST-U YOUR EAP 800.750.5595**

## Balancing Home and Work Life

For many of us, obtaining a healthy work/life balance is a constant struggle: feeling torn between work, managing relationships, family or personal responsibilities, and squeezing in outside interests, it's no surprise that many of us describe ourselves as "super stressed". This is not balanced or healthy. Unmanaged stress decreases productivity and concentration, leads to increased irritability or depression, and harms our personal and professional relationships.

While a certain amount of stress is unavoidable, **the key to managing stress lies in balance.** Not only is achieving a healthy work/life balance an attainable goal, but workers and businesses alike see the rewards. When workers are balanced and happy, they are more productive, take fewer sick days, and are more likely to stay in their jobs.

### At Work:

- Set manageable goals each day. Make a "to do" list, take care of important tasks first, and eliminate unessential ones. Ask for help when necessary.
- Be efficient with your time at work. When we procrastinate, the task often grows in our minds until it seems insurmountable. When faced with a large task, break it down into smaller tasks and complete the first one before moving on to the next. Give yourself small rewards at each interval, whether it's a five minute break or a walk to a coffee shop.
- Take five. Taking a break at work isn't only acceptable, it's often encouraged by many employers.
- Give yourself a break. No one is perfect! Allow yourself to be human and just do the best you can.

### At Home:

- Turn off your PDA. Keep yourself available but have boundaries regarding work demands when you are on personal time.
- Divide and conquer. Make sure household responsibilities are evenly distributed and clearly outlined-You'll avoid confusion and conflict later.
- Don't over commit. Do you feel stressed just looking at your calendar? If you are over scheduled with activities, learn to say "no".
- Get Support. People with stronger support systems have decreased mental and physical problems than those that don't.
- Treat your body right. Being in good shape physically increases your tolerance to stress and will reduce sick days, so eat right, exercise, and get adequate rest.
- Get help if you need it. Don't let stress get in the way of your health and happiness. If you are persistently overwhelmed, it may be time to seek help from a mental health professional or from Assist U. Asking for help is not a sign of weakness—taking care of you is a sign of strength.