



## 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.<sup>1</sup> According to the Mayo Clinic,<sup>2</sup> 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 Yourself<sup>3</sup>

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).<sup>4</sup>



## 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 that<sup>4</sup>:

**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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