

Is Life Running You Ragged?

Tips for Improving Work Life Balance

1. *Create a transition between work and home so you can unwind*
2. *Get up 15 minutes earlier to avoid rushing*
3. *Stay 10 minutes later to organize*
4. *Prioritize*
5. *Learn to say NO and not feel guilty*
6. *Learn to delegate*
7. *Protect your private time (or others will find things for you to do)*
8. *Plan fun, relaxing activities*

Caring for kids, parents, work and home can be an overwhelming task, often leaving little or no time for self-care and personal enjoyment. When this occurs life can become unbalanced. If this continues for a prolonged period of time, it can leave you vulnerable for physical and emotional difficulties.

In order to live life to the fullest, balance in the areas of one's personal, family and work life is essential. Often times our own need for perfection or control can interfere with this balance. Remember you don't have to do everything. Family, friends and others are available to help. Workplace Solutions, your employee assistance program is available and can help you with resources to improve your work life balance.

To learn more about work-life balance, the following resources can provide additional information and ideas:

www.webmd.com

www.worklifebalance.com

www.wseap.com

Work-Life Balance Quiz – Do You Experience the Following?

	Yes	No
1. Constantly feel stressed, exhausted and overwhelmed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Never have time for family, friends or outside activities?	<input type="checkbox"/>	<input type="checkbox"/>
3. Scheduled every minute of the day?	<input type="checkbox"/>	<input type="checkbox"/>
4. Never take vacations or personal time?	<input type="checkbox"/>	<input type="checkbox"/>
5. Always bringing work home?	<input type="checkbox"/>	<input type="checkbox"/>
6. Never feel caught up?	<input type="checkbox"/>	<input type="checkbox"/>
7. Suffer from headaches, chronic aches and pains?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have problems sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
9. Mind won't shut off at night?	<input type="checkbox"/>	<input type="checkbox"/>

Yes to 3 or more of these questions indicates you might need to seek professional assistance. Your EAP is a good place to start.

Contact Workplace Solutions today for confidential assistance.

Professional counselors are available 24/7 by calling 800-327-5071.

A variety of educational and supportive resources are available online at www.wseap.com.