

Work Balance Tips

1. Learn to Say "NO"

Keep your commitments and your schedule as realistic as possible. Learn to leave open time for the unexpected.

2. Slow Down

Do not try to do everything quickly or to do several things at once. Learn the power of calm focus on one task at a time.

3. Make Realistic Time Estimates

Be aware of how long it actually takes to do certain tasks and types of projects and make realistic estimates of how long it will take to accomplish things. Always plan for 20 percent more time that you think it will take.

4. Keep Your Goals In Mind and Make Plans To Attain Them

At the same time, do not be too rigid or inflexible. Life has a way of dumping unplanned opportunities in your path.

5. Learn to Stop and Celebrate Your Achievements

Reward yourself when you have finished a difficult job.

6. Remember Your Basic Facilitation Skills

When you communicate be positive with people, listen for understanding, ask questions, be open and honest, probe for more information, clarify action items and comments that are made.

7. Regularly Do Things to Replenish Your Energy

If you do not know what replenishes your energy, find out.

8. Avoid Falling Into Bad Habits

Escapism or bad habits will only make things worse.

9. Try to Change Only What is Possible

Realize what you cannot change and avoid wasting energy by complaining, worrying, discussing or resisting.

10. Have Some Fun

Find things in life that you enjoy and make sure that plenty of them are connected with work.

11. Put Work In Perspective

Remember the picture.

12. Value Your Work

Take pride in what you do and focus on doing the best job you can. Work well done will lift your spirits.

13. Practice Good Time Management and Be Organized

Sometimes stress (and eventually burnout) are exacerbated by disorganization and lack of attention to detail.

14. Beware of "Temporary" Overload

Avoid accepting a work overload situation that is liable to become permanent. If a "temporary" situation lingers, negotiate.