

Creating a Work-Life Balance

The importance of a healthy work-life balance

Maintaining a healthy work-life balance is important for our well-being but can often feel hard to achieve. Here are some techniques to help with work-life balance:

1

Set clear boundaries between work and home.

For example, not checking your work emails after hours. Having a routine of redirecting attention to other things when you leave the office or arrive home may help you reduce thinking about work.

2

Setting achievable goals using the S.M.A.R.T principles.

Setting SMART goals (specific, measurable, achievable, realistic and timely) can help you achieve these within work time and help you keep a better work life balance.

3

Prioritise your tasks

Prioritising your tasks will help you focus on the most important ones so that you can get them completed. Techniques that help with procrastination eg working for 25 minutes then taking a break for five minutes can help with motivation and getting things finished.



Creating a Work-Life Balance

4

Learning when to say no and feeling comfortable to delegate.

Saying "no" to and delegating certain tasks or responsibilities can help you avoid over-committing yourself and minimize stress.

5

Take breaks:

Regular breaks can help you reduce stress levels and feel more motivated. Taking a short walk, reading a book or listening to music during breaks can help you relax and recharge. It is also important to take your meal break away from your desk and also take regular annual leave.

6

Practice self-care.

Making sure that you eat well, sleep enough, exercise and having enough down time are really important to feel good in and about yourself.

7

Spend quality time with family and friends.

Making time for social activities and spending quality time with family and friends can help improve your well-being and helps you maintain a healthy work-life balance.

Accessing support for your mental health

For personalised support with a psychologist or therapist, you can contact us on [07 3254 0333](tel:0732540333) to request an appointment through your Employee Assistance Program. For more information visit www.axisclinic.com.au