

## Top Ten Tips for Work-Life Balance...

**Take the first step** toward work-life balance by making a conscious, realistic declaration of where your priorities lie.

**Set clear boundaries** between the time you spend at work, and the time you devote to your home life. Then stick to these boundaries.

**Simplify your life** and avoid the trap of taking on too many tasks and responsibilities.

**Schedule time for yourself** and for the things that you enjoy (hobbies, new learning opportunities, time with family and friends). Personal commitments are just as important as professional ones.

**Understand the difference** between the things in your personal or work life that you can control, and those that you can't. Then let go of what you can't control, without guilt for doing so.

**Replenish your energy** at work. Stand up, stretch, take a short walk or focus on deep breathing.

**Take one day at a time** and avoid the needless pressure of continually thinking about what you have to do this week, month or even this year. Then tackle each project one at a time.

**Slow down**, life is too short; you don't want it to pass you by in a blur. Take steps to stop and enjoy things and people around you. And find ways to distance yourself from the things that are causing you stress.

**Plan for fun.** Fun and play are an essential part of living!

**Recognize that a temporary lack of balance is normal** at different times in your life, and that it's up to you to shift your life back to a better balance.

*Need help with your work-life balance? Your Employee Assistance Program (EAP) can help.*

*Call: **1.800.387.4765** for service in English, **1.800.361.5676** for service in French.*