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## Easy Tricks to Empower Work-Life Balance Now!

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We all know that we need to balance our professional and personal commitments, but it's easier said than done! The little emergencies that work and life throw at us can pull us in many directions. How can you enforce your recipe for a happy, balanced life?

### Amanda's Tips

1

**Sometimes the best way to stop working is to arrange something else to do afterwards.** Ideally, it should start soon after you're supposed to stop working. This will encourage you to get off work on time. Sign up for classes at the gym, join a book club, get tickets to an event, or arrange to meet up with someone for coffee or dinner.

2

**Limit work-related distractions when you're not working.** Don't set up your work email on your phone. Or if you do, turn off notifications so they don't disrupt your evening and weekend plans.

3

**On a related note, make sure you don't check your work email when you're not working.** Evenings, weekends, and holidays should be off-limits. If something is truly urgent, your colleagues can contact you another way (for example, by phone). If it's not urgent, though, don't look at it until your next work day begins.

4

**One of the most important things you must do in order to maintain work-life balance is to set boundaries!** Be clear about when you are and are not available to work on a day-by-day basis. Tell your boss, co-workers, and family and friends how late you work and whether you have no availability at certain times or on specific days. If they don't expect your attention, they'll be less likely to reach out.

### Rachel's Tips

1

**Take personal time in as large of chunks as possible.** Schedule as many tasks as possible into a single day (while leaving a little time for yourself) with the aim of taking a full day (or more!) for yourself. This will allow you to more fully decompress.

2

**Take time for self-care.** Meditate, go to the gym, read a book, take a bath - do things that allow you to take your mind off everything, relax, and recharge.

3

**Be careful about connecting with colleagues on social media.** Only friend or follow co-workers you trust to respect your boundaries.

### Lynn's Tips

1

**Use time blocks to schedule your day.** This helps you stay on point and maintain the time allocations you set.

2

**Don't check emails just before bed** - it can get you all riled up and unable to sleep.

3

**Respect your team members' boundaries.** Flex your style and communicate with them during their working hours.

4

**Know your values and give them the precedence they deserve.** Your commitments and flexibility should reflect your values.

5

**Set specific priorities - for both work and personal life.** When you know your values, it is much easier to stick to the decisions you have made.