

EMPLOYEE SERIES

Tips finding a healthy work / life balance.

-  **Consider your values.** When we have a clash of values – for instance “family is important to me” and “To be a good employee I need to work a lot of extra hours”, we experience an internal conflict which adds to stress. Make the time to think your values through and make decisions about how you are going to respect your values.
-  **Boundaries:** Understanding what are personal and professional boundaries are and engaging them keeps us contained and healthy. This may mean learning to say no to invitations, tasks, meetings etc., in order to maintain healthy boundaries.
-  **Protect your time.** It is important to have boundaries between work and personal life. Do not use your personal phone for work purposes; turn off the work phone at a specified time; clarify expectations and boundaries with your employer.
-  **Healthy body = healthy mind.** With a healthy body we are more capable of dealing with stress, which in turn helps maintain our mood. Think about how you can incorporate exercise and healthy eating as part of daily living, in a way that makes it enjoyable. Get adequate sleep and rest to maintain your energy levels. If you are having sleep difficulties find out more about it.
-  **Connect with your enjoyment:** If you like spending time with family, going fishing, doing a sport, reading a book, gardening, make sure you allow time to do them. Giving ourselves some care/ support is like putting petrol in the tank.
-  **Relaxation:** These can include things such as deep breathing, visualisation, meditation, yoga, aromatherapy and stretching.
-  **Process your emotions.** If we keep our emotions bottled up it can lead to an outburst or misplaced agitation towards others. It is healthy to process our emotions through various techniques such as talking to others, crying or journaling.
-  **Spirituality.** Recognise and attend to your spiritual needs that may have been neglected. Spiritual practice is personal and whatever your practice it can assist with relieving stress and increase your emotional health.

Access Wellbeing Services customer service team is available 24/7. So if you would like to book an appointment and/or speak with one of our counsellors, it's as easy as calling 1300 66 77 00 or visit our website www.accesswellbeingsservices.com.au