



EMPLOYEE SERIES

Tips for finding a healthy work / life balance

-  **Consider your values.** When you 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”*, you can experience an internal conflict which adds to stress. Make time to consider your values and make decisions about how you are going to respect your values.
-  **Boundaries.** Understanding what your personal and professional boundaries are and engaging them keeps you 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 a distinction between work and personal life. Do not use your personal phone for work purposes, turn off the work phone at a specified time, and clarify expectations or boundaries with your employer.
-  **Healthy body = healthy mind.** With a healthy body you are more capable of dealing with stress, which in turn helps maintain your 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 then try to address them.
-  **Connect with your enjoyment.** If you like spending time with family, going fishing, playing sport, reading a book or gardening, make sure you allow time to do them. Giving self-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 you keep your emotions bottled up it can lead to an outburst or misplaced agitation toward others. It is healthy to process your 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 it can assist with relieving stress and maximising your emotional health.