**Managing Work-Life Balance**

**By setting limits and taking care of yourself, you can achieve the work-life balance that’s right for you.**

If you’re finding it hard to keep your work and life in balance, especially when your home is also your office, you’re not alone. It used to be that the boundaries between work and home were fairly clear. Today, however, work can easily invade your personal life.

Technology that lets you connect with the office with just a few keystrokes can let work bleed into your time at home. When you’re tired, your ability to work productively and think clearly can suffer — which can take a toll on your energy and health.

**Work-life Balance is Possible**

Try these strategies:

**Manage your time.** Set manageable goals each day. Being able to meet your goals can help you feel a sense of accomplishment. Give yourself enough time to get things done.

**Learn to say “no.”** Try not to overschedule your personal life. If you feel overwhelmed with work, share your concerns and possible solutions with your manager.

**Detach from work.** Working from home or frequently using technology to connect to work when you’re at home can make you feel like you’re always on the job. When you’re done working each day, unplug! Transition to home life by taking a walk or doing an activity with your kids.

**Maintain your schedule.** Try setting a schedule and sticking to it. Get ready for work the same way you would if you were going to the office. Turn off your laptop when you finish working.

Even as you manage your time, it’s important to care for your mental and physical health. A healthy lifestyle is essential to coping with stress and to achieving a healthy work-life balance. Eat well, include physical activity in your daily routine and get enough sleep. In addition, try to set aside time for activities that you enjoy, such as gardening, reading or sports.

**Know when to seek help**

Creating a work-life balance is a continuous process as your family, interests and work life change. Consider examining your priorities from time to time to make sure you're staying on track. If you find that it’s hard to achieve the balance you want, think about getting support.

Sources:

[https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/work-life-balance/art-20048134 ‌https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/work-life-balance/art-20048134 opens a dialog window](https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/work-life-balance/art-20048134)

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