

10 WAYS TO

Achieve Work-Life Balance

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POCKET READERS

10 WAYS TO - Series Overview

The 10 WAYS TO series provides advice, skills, and strategies to the readers for successfully negotiating different aspects of life. Each book suggests 10 clear, useful ways to the reader. The reader is encouraged to critically reflect on the reading material and their own lives in order to make any changes that would benefit them. The series includes the following.

- 10 ways to achieve work-life balance
- 10 ways to be more productive
- 10 ways to manage money
- 10 ways to be successful in love
- 10 ways to be assertive
- 10 ways to be smart online
- 10 ways to be environmentally friendly
- 10 ways to be healthy
- 10 ways to work in a team
- 10 ways to organize a trip

More titles will appear in the series at a later date.

10 WAYS TO Achieve Work-Life Balance

Introduction	... 4
1. Manage your time well	... 6
2. Manage your work well	... 8
3. Work better, work less	...10
4. Make time for yourself	... 12
5. Make time for your family and friends	... 14
6. Learn to let things go	... 16
7. Switch things off	... 18
8. Exercise	... 20
9. Do something you love	... 22
10. Make changes	... 24
Summary	... 26
Reflection Questions	... 28
Vocabulary in Context	... 29
Vocabulary List	... 36

Introduction

Most of us have to work. Students work to learn new things at school. They do their homework. They study to pass tests. Workers work to get money to pay for things. They work to help create things. They work to give a service to others. They work to belong to a team. They work to *achieve* goals.

However, some of us work too much. We get so busy that we forget to spend time with our family and friends. We forget to do our hobbies. We forget to relax. We forget to have any free time and we forget how to enjoy it.

A good work-life balance means that we divide our time carefully between

work and *leisure*. We may work or study hard, but we also have time to do other things in our lives. We make time to go out with our family members. We make time to see our friends. We make time to travel, to play sport, or to enjoy nature. We make time to sit back and watch a movie.

Now, stop and think for a moment about your life. Are you always busy? Do you work or study too hard? Do you want to achieve a better work-life balance? Let's look at ten ways that you can do this:

1. Manage your time well

We all have 24 hours in one day. But some people are able to do more with their time than others. Think about how you spend your day. Do you sit there thinking about what to do? Do you *waste* time? Or, do you get on with the things you have to do? You may have lots of homework to do. You may have many reports to write for work. You may have to clean your house, wash your clothes, and do the food shopping. So, you need to manage your time well. Make two *lists* of the things you need to do. Put the most important things on one list. Put the things that are not very important on a second list. Do the most important things first. When you finish each one,

cross it off your list. Soon, your list of important things will be finished. Now, read the list of not very important things. Do you really need to do them? If yes, take a short break, and get them done quickly. If no, throw the list away. Now, the rest of your day is free. You can sit back, relax, and enjoy yourself.

2. Manage your work well

We may have lots of work to do. But, some people are able to do more work than others. They don't waste any time. They make the most of their time at school or at the office. They manage their work well. At the beginning of each day, think about what you need to do. **Set** yourself time **limits** for the things you have to do. Set yourself a start time. Set yourself a finish time. Work to the time limit. Then, take a short break! For example, you might decide to start a report or some homework at 9:00 a.m. You think it will take you 90 minutes to finish it. You work hard for ninety minutes. And, you finish the report or homework at 10:30 a.m. Well done! You did it. Now,

it is time to take a break. Relax! Go for a coffee. Take a walk outside. Close your eyes and listen to some music. But, don't forget to start work again after your break. Start the next thing you have to do on time. Work hard and finish it. Then, you can take a second break.

Reflection Questions

1. Can you remember the 10 ways to achieve a good work-life balance? Test yourself. If you forget any, go back, and read them again.
2. Do you do any of the 10 ways to achieve a good work-life balance in your life? If so, which ones do you do?
3. How could you use any of the 10 ways to achieve a good work-life balance in your life?
4. What do you think you will do differently in your life after reading this book?
5. Can you think of other ways to achieve a good work-life balance?

Vocabulary in Context

1. Achieve

- I work too hard. I need to **achieve** a better work-life balance.
- He had 10 reports to write. He worked hard to **achieve** his goal.
- There are many things I want to **achieve** in life. For example, I want to **achieve** a good score in my English class.

2. Balance

- A good work-life **balance** means that we divide our time carefully between work and leisure.
- I am trying to **balance** work and study. It is very difficult.
- You should not study too much. You need to **balance** your study and your sleep.

3. Leisure

- A good work-life balance means that we divide our time carefully between work and **leisure**.
- I study too hard. I want more **leisure** time.
- My favorite **leisure** activity is playing tennis. I play it on the weekends.

Vocabulary List

Balance:	(Noun) to be equal on both sides or close to equal; a work-life balance, for example, is usually the aim to have more leisure time and less work time.
Achieve:	(Verb) to do something successfully; to finish a goal or reach an aim through hard work.
Leisure:	(Noun) a time when someone is free from work; leisure activities are the things people do during their free time.
Waste:	(Noun or Verb) to use something in a bad way; to use too much of something; a wrong or bad use of something e.g. a waste of time, a waste of money.
List:	(Noun or Verb) a short piece of writing that someone writes down, so they do not forget something e.g. a list of names, a shopping list; to write a list
Set:	(Verb) to decide or fix something e.g. a goal, a limit, a time.
Limit:	(Noun) a number or amount that is enough or just right e.g. a time limit.
Productive:	(Adjective) to do something quicker and / or better so it produces more or has better results; a productive meeting, for example, may be short but produce many good ideas and / or decisions.
Photocopier:	(Noun) a machine that makes copies of papers and documents. There are photocopiers in offices, schools, and libraries.
Stick to:	(Phrasal verb) to continue to do something; to not move or change something; to do something you promised to do.