

# Try This 20 Minute Program For Stress-Free Work/Life Balance

**Overworking seems to be very popular these days however, it is extremely damaging. The harder you push yourself; the closer you get to the end of the line. It goes without saying that your job is important in order to pay your bills and to have the income necessary for you and your family to survive, but it also can wear you down, especially for those of you who go non-stop. Therefore, it's very important to learn how to balance all aspects of your life without just having your focus constantly on your work or career.**

**The trick to balancing work with the rest of your life lies in a 20-minute exercise that you do each day. There are 4 different things to try and they are described below.**

**1. Take Five minutes for Meditation. Doing this exercise at the beginning of your day is crucial to a good start. Meditating can mean the difference between attacking your day with fierceness and approaching it with an aura of peace and calmness. When you meditate, it allows you to calm your spirit and center your mind. It is also very helpful to relieve the tension you feel and are carrying with regards to the day that's ahead of you. Meditation is a great exercise and tool that can help you to focus on yourself and to remind you that self-care is very important. So, take 5 minutes each day doing some**

**form of meditation before you begin your day. Bring yourself to a more tranquil state of being.**

**2. Take Five minutes for Planning. Now that you have meditated and are in a more serene place, it's time to plan your day. Planning your day is a way to organize your tasks at hand so that you'll have a more productive day without feeling like you wasted it. It's important that when you are planning, that you list your tasks in order of importance. Figure out what are the most essential things needed to get done and list them in that order. Try your best to stick to the plan for the day. Having a clear plan for what you want to achieve each day helps to keep you focused, on task, and stress-free.**

**3. Take Five minutes for Checking In. Periodically during the day, check up on yourself and see how things are going. This can be done in a few short one or two minute intervals or all at one time. Take an assessment of how well you are managing your day and staying on course. Are the things that you wrote down as being essential getting accomplished? Are you managing your day without stress or without losing your cool? Now, remember you are still a human being and at times, there will be a need for adjustments to be made or unforeseen circumstances that have to be handled first. Don't stress when this happens and feel like things are out of control and that your planned day is ruined. Instead, take these situations in stride and readjust or rearrange your task list. Change is part of life, so learn to go with the flow rather than allow that to get the best of you.**

**4. Take Five minutes for Winding Down at Day's End. When it comes to the end of your day, it's important that you take time to wind down. As I've been saying all along, you only need 5 minutes to implement each of these activities to help you with your work/life balance in order to be less stressed. Allow**

**yourself this opportunity at the end of the day to unwind. There are many ways to do this but it's most critical to take part in a relaxing activity. Do you like to listen to music, to journal, to just sit quietly in silence, to read, to do yoga, or something else? No matter what you choose, the most important thing is that you are giving yourself time to let go of what happened today. By implementing a wind down activity at the end of each day, it will open up your mind to be able to spend quality time with your loved ones. I'm sure you'll agree that there are many times at the end of your busy day that you feel too tired to interact with your family or friends. This will change once you begin to carry out this 5 minute exercise as you allow yourself to wind down each day.**

**I hope that you will try these different approaches as they do in fact work. All you need is 20 minutes each day in order to live a life with some balance both in your personal and professional life. These techniques will also carry over into other aspects of your life as you begin to live a more tranquil and restful life that you may have thought wasn't possible.**

