**Work-Life Balance Recommendations**

* Work-Life Balance is the “state of equilibrium where a person equally prioritizes the demands of one’s career and the demands of one’s personal life.”
* “Time away from work allows the opportunity to engage in activities that improve brain function, such as sleep, exercises, spiritual practices, and time with family and friends. It can also allow time to engage in activities that stimulate creativity – travel, dining, conversation, books, movies, hobbies, etc.”

Better Physical Well-Being = Better Quality/More Productive Work

(nutrition, exercise, energy level, sleep)

Better Mental Well-Being = Better Quality/More Productive Work

(focus/attention, cognition, motivation/drive, sleep)

1. **Make time for yourself and your loved ones.**
	* Don’t feel bad when you need to take a day off/take leave/go on vacation/unplug.
	* Your job is not your entire life!
	* You are replaceable at work, not at home!
	* No one is going to love and care about you at work as much as your family does at home.
2. **Schedule personal events (just like you would schedule work events).**
	* If it’s not on your schedule/calendar – you may not have time for it.
	* Schedule workouts, family time, hobbies, etc.
	* Use calendars (shared calendars amongst you and your family) – this will increase commitment to attend events – as well as prevent family disappointment. (ensure your spouse/family knows when you will be busier at work)
3. **Set Manageable Goals and Boundaries at Work.**
	* The more control you have over your work schedule – the less stressed you will be.
	* Establish work hours – ensure your team knows how to reach you (for urgent matters) after your established work hours.
	* Make to-do lists and prioritize appropriately (prioritize more important tasks/tasks with shorter deadlines)
	* Ask for help/Delegate!
4. **Increase Efficiency at Work.**
	* Try not to procrastinate.
	* The more productive you are at work – the less work you bring home!
		+ Try not to bring work home!
	* Set up your work environment to allow for most efficient use of time.
		+ Close door when appropriate/when needed to allow for more focus on important tasks.
		+ Double monitors to allow for more efficient computer work.
		+ Comfortable/ergonomic desk/char set-up.
		+ Silence….or Music…. Or Sound (pink/brown noise, binaural beats, etc)
	* Take breaks during the day.
		+ Helps focus/sustained attention.
		+ Breaks every 60-90 minutes to allow for cognitive regeneration.
		+ Short breaks can make you more productive in the long term.
5. **Flexibility**
	* Can you go in early or work late on certain days to allow for more productivity at work – while also allowing more participation in personal activities?
	* Option to work from home at times?
6. **Conquering Home Life**
	* Divide household tasks/activities/childcare/etc.
	* Ask for/hire help when needed (Instacart for groceries, meal delivery kits for increased ease with meal prep/cooking, babysitters, cleaning services, etc.).
	* Incorporate family into your routine (i.e. instead of working out alone – take a family hike/walk/run).
	* Learn to say “no” – if it is an activity that will not bring joy/benefit to you or your family; say no.
7. **Maintain a Good Support System**
	* Both at work for yourself and at home for yourself (and your family).
8. **Focus on Well-Being**
	* Stay Active
	* Practice good sleep hygiene
	* Practice good nutrition
	* Stay mentally stimulated.
	* Incorporate leisure/fun activities.