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A Guide to Work-Life Balance



- Protect your time.
- Restore your energy.
- Make space for what matters.

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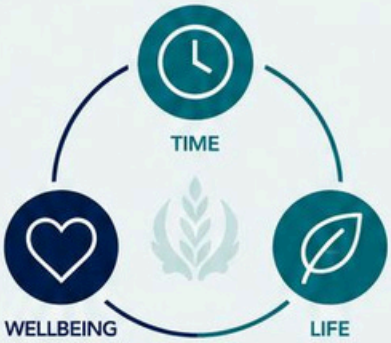
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Balance isn't about doing everything.

It's about choosing what matters most.



When we create balance, we feel better, think clearer, and live with more purpose.

This guide will help you find your rhythm.

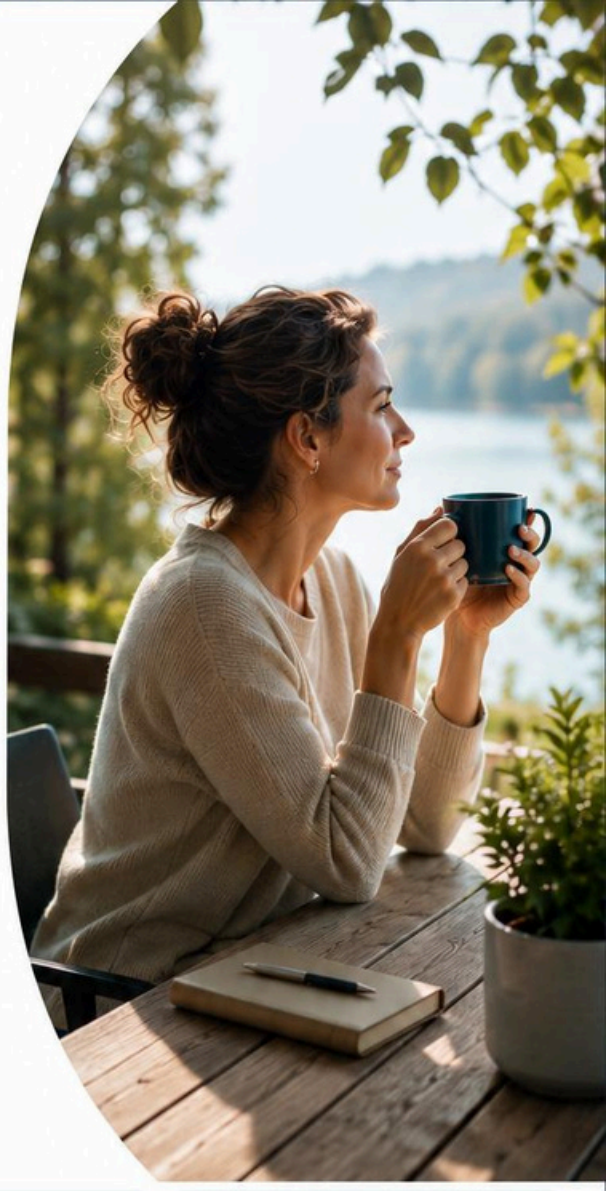
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01 Welcome



Work-life balance isn't about dividing your time perfectly. It's about finding a rhythm that supports your wellbeing, your responsibilities and the life you want to live.

In today's always-connected world, the boundaries between work and personal life can easily become blurred. Emails follow us home. Notifications interrupt our evenings. Unfinished tasks occupy our thoughts long after the working day has ended.

Over time, it can begin to feel as though we are always available, always catching up and never quite switching off.

This guide is designed to help you pause, reflect and make practical changes that protect your time and energy. You don't need to transform your entire life overnight. Often, small and consistent changes can make a meaningful difference.

Protect your time

Create clearer boundaries around work and personal life.

Restore your energy

Make genuine space for rest, recovery and the things that replenish you.

Make space for what matters

Give attention to the people, activities and experiences that make life meaningful.

> **Balance isn't about doing everything. It's about making conscious choices about where your time and energy go.**

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Protect your **time.** • Restore your **energy.** • Make space for what **matters.**

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What Work-Life Balance Really Means



Work-life balance isn't about giving equal time to every part of your life. It's about creating a rhythm that is sustainable for you.

Some weeks, work will demand more of your time. At other times, family, health, relationships or personal priorities may need more attention. Balance is not static, and it does not need to look the same for everyone.

NOT PERFECT

You don't need to get everything right or maintain an ideal routine every day.

NOT 50/50

Balance doesn't mean dividing every day equally between work and personal life.



PERSONAL TO YOU

What feels balanced for one person may feel completely unsustainable for another.

ALWAYS CHANGING

Your needs, energy, responsibilities and priorities will change over time.

> "The goal isn't perfect balance. It's **noticing** when something important has been pushed aside for too long, and **making adjustments** before the cost becomes too high."

A question to ask yourself:

Does the way I am currently spending my time reflect what matters most to me?

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03 Set Clear Boundaries



Without clear boundaries, work can quietly expand into evenings, weekends and personal time. Protecting your time isn't about caring less about your work. It's about creating the space you need to rest, recover and return with greater focus and energy.

DEFINE YOUR WORKDAY

Choose a realistic start and finish time. Communicate when you're available and, as far as possible, honour your own cut-off time.

PROTECT YOUR OFF-TIME

Resist the temptation to "just check quickly" once the working day has ended. Turn off unnecessary notifications and give yourself permission to be unavailable.

BE CONSISTENT

A boundary only works when it is respected. Small exceptions can easily become habits, so notice when work is beginning to creep back into protected time.

> "You wouldn't routinely walk into the office at 10pm. Your work shouldn't routinely walk into your home at 10pm either."

TRY THIS TODAY

Choose one clear finishing ritual. Shut down your laptop, silence work notifications and physically step away from your workspace.

> "Boundaries don't stop you from doing good work. They help make good work sustainable."

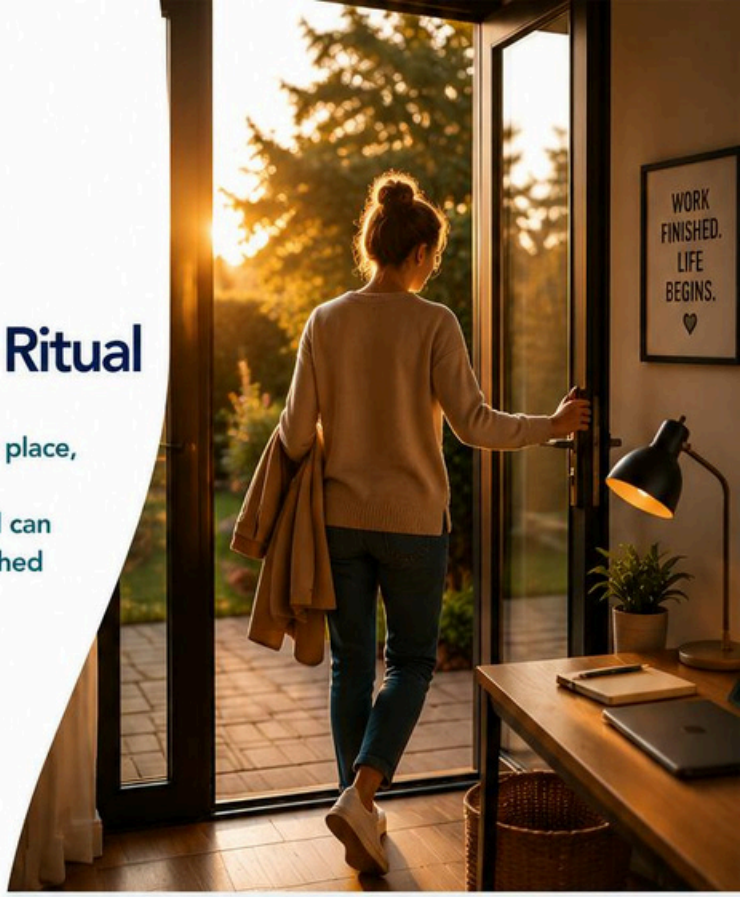
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04 Create an End-of-Day Ritual



When work and home happen in the same place, the working day can end physically while continuing mentally. A simple closing ritual can help your brain recognise that work is finished and personal time has begun.

CLOSE THE LOOP

Write down tomorrow's priorities so unfinished tasks don't keep circling in your mind.

SHUT IT DOWN

Close your laptop, silence notifications and physically put work equipment away where possible.

CHANGE YOUR ENVIRONMENT

Step outside, change rooms, change clothes or take a short walk to create a clear transition.

DO SOMETHING THAT SIGNALS "HOME"

Make a drink, put on music, spend time with someone you care about or begin an activity you enjoy.

FINISH
Wrap up and complete your day.

CLOSE
Close down work and clear your workspace.

TRANSITION
Change your environment to shift your mindset.

RECONNECT
Step into your personal time with intention.

Your brain needs a doorway between work and life.
Create one deliberately.

TRY THIS TODAY

Before finishing work, write down three priorities for tomorrow. Then close your laptop and take a ten-minute walk without checking your phone.

> "The ritual doesn't need to be complicated. It just needs to be consistent enough that your mind begins to recognise: the working day is over."

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05 Take Breaks and Recharge



Rest isn't the opposite of productivity. Regular breaks help protect your concentration, reduce mental fatigue and give your mind the opportunity to reset.

When we're busy, taking a break can feel counterproductive. We tell ourselves we'll stop after one more email, one more task or one more meeting. But working continuously without recovery doesn't create more energy. It gradually depletes it.

WORK WITH FOCUS, THEN PAUSE

Try working with focused attention for around 50 minutes, followed by a genuine 10-minute break. Use the time to move, stretch, get some water or simply step away.

STEP AWAY FROM SCREENS

Give your eyes and mind a real change of environment. Eating lunch while answering emails isn't really a break, however impressive the multitasking might feel.

MOVE YOUR BODY

You don't need a full workout. A short walk, a few stretches or simply standing and moving around can help reset your attention and energy.

THE RECHARGE CYCLE



1	2	3	4
FOCUS	**PAUSE**	**RESET**	**RETURN**
Give your full attention to the task.	Step away. Rest your mind and body.	Recharge your energy and focus.	Come back refreshed and more effective.

> "Breaks aren't time lost. They're part of how we sustain our energy, attention and effectiveness."

TRY THIS TODAY

Take one ten-minute break without your phone. Step outside, stretch, make a drink or simply sit somewhere different. Notice how you feel when you return.

You don't need to earn rest by reaching exhaustion first.

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06 Protect Your Personal Time



Work can easily expand to fill every available space. Protecting your personal time ensures there is room for the people, activities and experiences that matter beyond your job.

Personal time isn't simply what remains after work has taken what it needs. It deserves to be valued and protected in its own right.

SCHEDULE WHAT MATTERS

Don't leave personal time entirely to chance. Put exercise, hobbies, family time, friendships and rest into your diary just as you would other commitments.

TREAT IT AS IMPORTANT

Once you've made time for something that matters to you, try not to cancel it whenever work becomes busy. Personal commitments deserve respect too.

BE FULLY PRESENT

Protecting time means more than physically being there. Put away work devices, silence unnecessary notifications and allow yourself to engage with the moment you're in.

Your life is more than your work.



> "Your personal life should not have to survive on whatever time work leaves behind."

TRY THIS TODAY

Choose one personal activity that matters to you and put it in your diary this week. Treat it with the same respect you would give an important meeting.

Making time for your life outside work isn't selfish.

It's part of building a life that is sustainable, connected and fulfilling.

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07 Disconnect to Reconnect

Technology keeps us connected to work, but constant availability can make it difficult to be fully present anywhere else. Sometimes, the best way to reconnect with your life is to deliberately disconnect from your devices.

A quick glance at one email can pull your mind straight back into work. A notification can interrupt a conversation, a meal or a quiet moment. Even when we don't respond, part of our attention can remain elsewhere.

CREATE DEVICE-FREE MOMENTS

Choose times when work devices are put completely away, perhaps during meals, family time, exercise or the hour before bed.

REMOVE THE TEMPTATION

Turn off unnecessary notifications, remove work apps from your home screen or keep your work phone somewhere out of sight.

BE WHERE YOU ARE

When you're with someone, doing something you enjoy or simply resting, practise giving that moment your full attention.

CONNECTED TO EVERYTHING	CONNECTED TO WHAT MATTERS
	
✕ Notifications	✓ People
✕ Emails	✓ Conversation
✕ Messages	✓ Rest
✕ Alerts	✓ Nature
✕ Constant availability	✓ The present moment

> "Being constantly reachable doesn't mean you are genuinely connected."

TRY THIS TODAY

Choose one hour this evening to put your phone completely out of reach. No checking, no scrolling, no "just one quick email." Notice what fills the space instead.

Your attention is one of your most valuable resources. Spend it deliberately.

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08 Use Technology Wisely

Technology can make our working lives easier, faster and more flexible. But without clear boundaries, it can also create the expectation that we should always be available, always responding and always switched on.

The goal isn't to reject technology. It's to use it intentionally.

TAKE BACK CONTROL

BEFORE
Technology controls you

→

AFTER
You control technology

CONTROL YOUR NOTIFICATIONS

Turn off alerts that aren't genuinely necessary. Not every email, message or update deserves immediate access to your attention.

CREATE DIGITAL BOUNDARIES

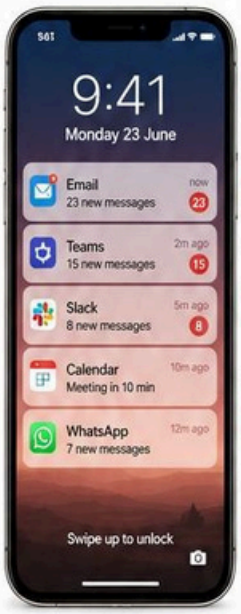
Use separate work and personal accounts where possible. Set communication hours and avoid checking work platforms outside them.

USE DO NOT DISTURB

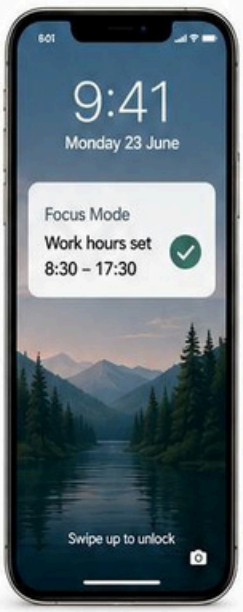
Protect periods of focused work, rest, sleep and personal time by allowing only genuinely important contacts to reach you.

MAKE TECHNOLOGY SERVE YOU

Use scheduling tools, automatic replies, focus settings and calendar blocks to reinforce your boundaries rather than relying on willpower alone.



- Constant notifications
- Reactive email checking
- Work apps always visible
- Late-night scrolling
- Attention constantly interrupted



- Essential alerts only
- Dedicated checking times
- Work apps out of sight
- Protected evening routine
- Focused, intentional attention

> Technology should support your life, not quietly take it over.

TRY THIS TODAY

Open your notification settings and turn off three alerts that don't genuinely require your immediate attention.

> Just because someone can contact you instantly doesn't mean you have to respond instantly.

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09 Ask for Support

Work-life balance isn't always something you can fix by simply becoming more organised. Sometimes the demands placed upon you are genuinely too much, and asking for support is an important part of protecting your wellbeing.

If your workload is consistently unmanageable, deadlines are unrealistic or work is regularly spilling into evenings and weekends, the answer isn't always to work faster or try harder.

Sometimes, something needs to change.

SPEAK UP EARLY

Don't wait until you're completely overwhelmed. Raising concerns early can create more opportunities to find practical solutions.

BE SPECIFIC ABOUT THE PRESSURE

Explain what is becoming difficult to manage. Is it workload, deadlines, conflicting priorities, staffing levels or constant availability?

FOCUS ON WHAT COULD HELP

Consider practical changes such as reprioritising tasks, reviewing deadlines, sharing workload or agreeing clearer boundaries.

USE THE SUPPORT AVAILABLE

This might include your manager, HR, Occupational Health, an Employee Assistance Programme or another appropriate source of support.

FROM PRESSURE TO SUPPORT

1	2	3	4	5
NOTICE	SPEAK	EXPLORE	AGREE	REVIEW
Notice what's becoming unsustainable.	Speak before you reach breaking point.	Explore what could realistically change.	Agree clear actions and support.	Review whether those changes are helping.

> **Asking for support isn't admitting that you can't cope. It's recognising when something needs to change.**

CONVERSATION STARTER

"I've noticed that my workload has been regularly spilling into my personal time, and I'm concerned that it isn't sustainable. Could we look together at what might need to change?"

REMEMBER

You don't need to wait until things become unbearable before asking for help. Early conversations can prevent greater difficulties later.

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10 Share the Load

Sharing the load isn't about avoiding responsibility.
It's about recognising that support, delegation and collaboration are part of working and living sustainably.

Trying to do everything yourself can feel responsible, capable and even necessary. But carrying too much for too long can quietly drain your energy and leave little space for the rest of your life.

QUESTION WHAT YOU'RE CARRYING

Ask yourself: Does this genuinely need to be done by me? Have I taken responsibility for something that could be shared, delegated or done differently?

LET OTHERS CONTRIBUTE

Accepting help gives other people the opportunity to participate, contribute and take ownership. You don't always have to be the person holding everything together.

DELEGATE WITH CLARITY

At work, be clear about what is needed, who is responsible and when it needs to happen. Delegation works best when expectations are understood.

SHARE RESPONSIBILITIES AT HOME

Work-life balance isn't only affected by paid work. Household tasks, caring responsibilities and the invisible mental load all consume time and energy too.

What are you carrying?



- What could be shared?
- What could be delegated?
- What could be postponed?
- What could be stopped altogether?

> "You don't have to carry everything simply because you're capable of carrying it."

TRY THIS TODAY

Identify one responsibility you're carrying that could be shared, delegated or approached differently. Then take one practical step to lighten the load.

REFLECTION

Sometimes the question isn't "How can I fit more in?"
It's "What can I stop carrying?"

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11 Practise Mindful Transitions



We move through different roles every day. Professional. Partner. Parent. Friend. Carer. Individual. But while our bodies may move from one part of life to another, our minds don't always follow quite so quickly.

You can leave work at 5pm and still be mentally answering emails at 8pm. You can sit down with someone you love while your thoughts remain trapped in tomorrow's deadlines.

A mindful transition creates a small space between one part of your day and the next.

PAUSE BEFORE YOU MOVE ON

Take a few moments before leaving work, ending a task or entering your home. Notice where your mind is and give yourself permission to shift focus.

BREATHE AND RESET

Take three slow breaths.
Relax your shoulders.
Unclench your jaw. Allow your body to recognise that one part of the day is ending.

NOTICE WHAT YOU'RE CARRYING

Ask yourself: What am I bringing with me from the last part of my day? Do I need to carry it into the next one?

ARRIVE WHERE YOU ARE

Notice your surroundings.
Put away distractions. Give your attention to the person, place or activity in front of you.

THE MINDFUL TRANSITION



Leave what doesn't need to follow you.

Pause long enough to reset.

Arrive fully in what comes next.

> "You don't have to carry every part of your day into every other part of your life."

60-SECOND RESET

- Stop.
- Take three slow breaths.
- Notice five things around you.
- Relax your shoulders.
- Ask yourself: "Where am I now, and what deserves my attention?"

REFLECTION

Sometimes being present isn't about finding more time. It's about bringing more of yourself to the time you already have.

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12 Regularly Reassess Your Balance

Work-life balance isn't fixed. It changes as your responsibilities, priorities, relationships and circumstances change. What once felt manageable may gradually become unsustainable without you immediately noticing.

The aim isn't to create a perfect routine and cling to it forever. It's to notice when something is no longer working and give yourself permission to adjust.

NOTICE THE SIGNS

Are you regularly exhausted, irritable or struggling to switch off? Are work commitments repeatedly replacing rest, relationships or things you enjoy?

CHECK WHAT HAS CHANGED

Has your workload increased? Have your responsibilities at home changed? Are you dealing with new pressures, expectations or demands?

RECONNECT WITH WHAT MATTERS

Ask whether the way you're currently spending your time and energy still reflects your values and priorities.

MAKE SMALL ADJUSTMENTS

You don't need to redesign your entire life. One clearer boundary, one honest conversation or one protected hour can begin to restore balance.

BALANCE CHECK-IN



- What's going well?
- What feels neglected?
- What is taking too much?
- What needs more space?

> "Balance isn't something you find once. It's something you keep noticing, adjusting and protecting."

MONTHLY CHECK-IN

Once a month, ask yourself:

- Is the way I'm living and working still sustainable for me?
- What is giving me energy?
- What is draining it?
- What is one thing I could adjust?

REFLECTION

Sometimes a small adjustment made early can prevent a much bigger change becoming necessary later.

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13 Key Takeaways

Work-life balance isn't about creating a perfect life. It's about making conscious choices that protect your time, restore your energy and create space for what matters.

01 PROTECT YOUR BOUNDARIES

Decide where work ends and personal time begins, then protect that boundary consistently.

02 CREATE CLEAR TRANSITIONS

Use simple rituals to help your mind recognise when one part of your day has ended and another has begun.

03 REST BEFORE YOU'RE EXHAUSTED

Regular breaks and genuine recovery aren't rewards for reaching burnout. They're part of preventing it.

04 MAKE SPACE FOR YOUR LIFE

Your relationships, health, interests and personal time deserve more than whatever is left over after work.

05 USE TECHNOLOGY INTENTIONALLY

Control your notifications, protect your attention and remember that being contactable doesn't mean being constantly available.

06 ASK FOR SUPPORT EARLY

When demands become unsustainable, speak up before you reach breaking point.

07 DON'T CARRY EVERYTHING ALONE

Share, delegate and question whether everything you're carrying genuinely needs to be carried by you.

08 KEEP CHECKING IN

Your needs and circumstances change. Notice when your balance no longer feels sustainable and give yourself permission to adjust.

> "Small changes, repeated consistently, can transform the way you experience both work and life."

START HERE

Don't try to change everything at once. Choose one boundary to strengthen, one habit to change or one part of your life that needs more space. Start there.

FINAL REFLECTION

The goal isn't to fit more into your life. It's to make more room for the life you want to live.

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14 Final Thoughts

Work-life balance isn't about getting everything perfectly right. It's about creating a life in which work has its place, but doesn't take every place.

There will always be busy periods, unexpected demands and times when balance feels harder to maintain. The goal isn't perfection. It's awareness.

It's noticing when work is taking too much. When your energy is running low. When the people and things that matter to you are being pushed aside.

And then giving yourself permission to make an adjustment.



> You don't need to change everything.
> *Sometimes*
> one clearer boundary,
> one honest conversation or
> one protected hour
> can begin to change how life feels.

PROTECT YOUR TIME

Because your life outside work matters.

RESTORE YOUR ENERGY

Because you shouldn't have to reach exhaustion before you rest.

MAKE SPACE FOR WHAT MATTERS

Because a full diary isn't always the same as a full life.

Your work is part of your life.
It doesn't have to become all of it.

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Small changes. Clearer boundaries.
More space for life.