

5 TIPS TO SMASH WORKLIFE BALANCE

Master these and start the revolution!

COLLABORATE
LIST IT
TRUST THE PROCESS
DATE NIGHT
NO. JUST NO!

COLLABORATE

Share planning, share resources, share knowledge, share tips, share strategies. Work with your colleagues to lighten your workload.

LIST IT

Create lists of what needs to be done. Prioritise and work through the list in order, add dates of deadlines if you feel it's helpful. If you add to the list, take something off! You cannot do everything!

TRUST THE PROCESS

Progress and development takes time. Solid relationships take time.

Rome wasn't built in a day and neither will your success be. Go at your own pace, be consistent and you'll soon see results coming your way.

DATE NIGHT

Set a date in your diary for one 'YOU' night a week. Your date night! Time for you to switch off from work and relax. This time is much needed to recharge ready for the rest of the week!

NO. JUST NO!

If you haven't got time to do something, don't agree to it. If you haven't got capacity, do not try and stretch yourself to achieve the unachievable. This will be the hardest one to conquer BUT it will be worth it.