

Work-Life Balance

Many people postpone worrying about work-life balance until they are established in their careers. Unfortunately this builds many bad habits and can be hard to change later. It is important to learn how to balance multiple priorities for yourself before you try to add a partner or family to the mix.

BUILD A HEALTHY LIFESTYLE

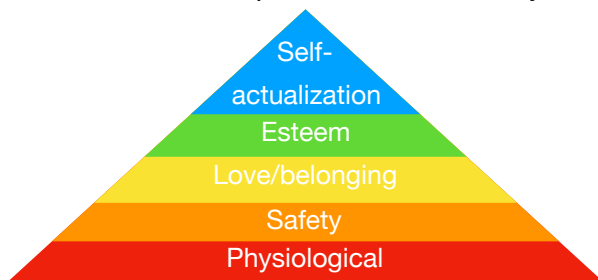
1. Prioritize high-quality sleep. Stick to a schedule and make sure you get enough.
2. Set a regular work schedule. Show up and go home at the same time each day. Take time off.
3. Eat a healthy diet. Try for balanced and nutritious meals.
4. Arrange for some physical activity each day. Walk during lunch, go to a gym class, park your car far away, play ping-pong, put on music and dance.
5. Reduce caffeine, sugar, alcohol, cigarettes, and drugs.

TIPS FOR BUILDING RELATIONSHIPS

1. Reach out to a colleague at work
2. Help someone else by volunteering
3. Have lunch or coffee with a friend
4. Ask a loved one to check in with you regularly
5. Accompany someone to the movies or a concert
6. Call or email an old friend
7. Go for a walk with a workout buddy
8. Schedule a weekly dinner date
9. Meet new people by taking a class or joining a club
10. Confide in a clergy member, teacher, or sports coach

Most of the techniques for improving work-life balance are based around knowing yourself and your own limits, as well as communicating those limits and needs to others. You are responsible for your own wellbeing, make sure that your advisor/supervisor and family know what your boundaries are. Don't be afraid to ask for what you need to do your best.

Try out the techniques on this worksheet for being healthy and productive; experiment! Give each technique a chance, but only stick with the things that work for you.



Maslow's Hierarchy of Needs

Maslow's theory suggests that the most basic level of needs must be met before an individual will strongly desire (or focus motivation upon) the secondary or higher level needs. Make sure you satisfy your own basic needs before focusing on work or academics

Dimension	Needs	Examples
Physical	Physiologic	Breathing, circulation, temperature, intake of food and fluids, elimination of wastes, movement.
Environmental	Safety and security	Housing, community, climate, family.
Sociocultural	Love and belonging	Relationships, communications with others, support systems, being part of community, feeling loved by others.
Emotional	Self-esteem	Hope, joy, curiosity, happiness, accepting Self.
Intellectual & Spiritual	Self-actualization	Thinking, learning, decision making, values, beliefs, fulfillment, helping others.

Self Management

LEISURE MANAGEMENT

Manage your leisure time and activities as you would other aspects of your life. It is easier to forget about work if you have other things to focus on. Focus on activities that make you feel mentally refreshed. Balance active and passive leisure activities as well as group and solo activities.

Ideas for leisure time:

- Join a club or activity group. Be sure to attend both new and regularly scheduled activities to avoid monotony.
- Take up a hobby or sport: gardening, knitting, cooking, wood working, soccer, volleyball.
- Travel for fun: museums, art galleries, go hiking, take day or weekend trips.

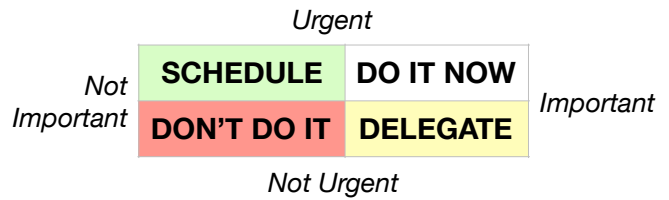
TECHNOLOGY MANAGEMENT

Use technology to better your life, don't let it take over. There are many productivity applications, find a system that works for you (e.g., calendar app, agenda notebook, Get-Things-Done method). On your phone, turn off app notifications and use "Do Not Disturb" mode at night. Try to uninstall Facebook, Instagram, or other passive social applications on your phone. Be sure to set clear boundaries for work and *stick to them*. Do not respond to work emails during off-hours or while at home. Do not get a work cell phone! Set these expectations early in your career and look for employers who have the same values.



CHANGE MANAGEMENT

Life is always changing. Learning how to cope with and adapt to these changes is a fundamental skill, also called *resilience*. It is important to understand yourself and know how your body reacts to change as well as what you need to do to cope with change. Effective change management involves making periodic and concerted efforts to ensure that the volume and rate of change at work and at home does not overwhelm or defeat you. Make sure you have strong communication with those around you. Tell others what you need to cope effectively, whether it is space, distractions, lots of warning before a change, etc. Learn your strategies for resilience before you need them.



TIME MANAGEMENT

Effective time management involves making optimal use of your day and the supporting resources that can be summoned – you keep pace when your resources match your challenges. Time management is enhanced through appropriate goals. It entails knowing what you do best and when, and assembling the appropriate tools to accomplish specific tasks. Assess tasks based on the Urgency-Importance matrix (above).

STRESS MANAGEMENT

When unchecked, stress can damage your mental, emotional, physical well-being. Practice the 4A's: **Avoid** unnecessary stress. Learn to say "no" and set limits. Take control of your environment to avoid people and activities that stress you out. **Alter** the situation. Express your feelings and be willing to compromise. **Adapt** to the stressor, change yourself instead of the situation. Reframe the problem and look at the big picture. Practice gratitude for the good things in your life. **Accept** that you can't change everything and some stress is unavoidable. Look for the upside of challenges. Learn to forgive and let go of anger and resentments.