

December

Balancing Work and Home

Work/life balance is something we all struggle with, but it's important to remember that *it's all life*. Even so, during particularly stressful times we can find work and home intruding on each other, making it difficult for us to stay focused, productive, and healthy. It's important to practice skills and strategies that help us divide our energy appropriately, and make the most of our home and work lives.



If You Struggle With...

- **Bringing work issues home:**
 - o Take five. During the last five minutes of your day, slow down, tie up loose ends from the day, and prepare your workspace for tomorrow. Do your best to not leave work harried and disorganized.
 - o Use your commute to de-compress. Listen to the radio or music you love, chat (hands free!) with a loved one, whatever it takes to relax and get out of 'work mode'.
 - o Don't entertain work matters at home. Unless it's truly urgent, refrain from checking work email or speaking with coworkers about work-related matters from home. If necessary, tell others you'll be out of town/have limited access to technology in order to truly take a break.
 - o If you're finding your job to be truly overwhelming, consider speaking to your supervisor or contact the EAP

- **Bringing home issues to work:**
 - o Start fresh. Remember that once you walk through the doors at your workplace, you have a clean slate and an opportunity to have a great day, no matter what else is happening.
 - o Refrain from talking about home life problems with colleagues; it will only distract and upset you further, and it can make your coworkers uncomfortable. Instead, try to share positive or funny personal anecdotes. This will help re-frame your thinking about your home life, and keep workplace conversations light and enjoyable.
 - o If your home life is compromising your well-being or your ability to do your job, consider seeking help

"The secret to having it all is knowing you already do."

Anonymous