

## Work-Life Balance September

### Emotional

A healthy balance between work and home should be a priority for everyone. Implementing proper work-life balance offers many important benefits.

#### Benefits

- **Fulfillment:** People who successfully implement work life balance improve their sense of fulfillment at work and at home.
- **Health:** A healthy work life balance decreases the risk of heart disease and other health problems.
- **Greater productivity:** Being relaxed and well rested increases productivity and improves work performance.
- **Stronger relationships:** Personal and professional relationships are strengthened and conflicts are avoided when there is work life balance.



### Intellectual

Many people confuse the need to be done quickly, but are often stuck completing important ones. Important

Often, urgent tasks, such as from what is important. and important will better



urgent with the important. Urgent tasks do that does not make them important. We urgent tasks at the expense of the tasks are the ones that help us meet goals.

fixing the copy machine, are distractions Learning the difference between urgent anyone's time management skills.

### Occupational



While it may seem counterintuitive, work-life balance can actually increase productivity. It is true that overtime will initially increase production but the surge only lasts a few weeks before taking a destructive toll on productivity. Shorter work hours will actually increase productivity in the long-term. People who take short, frequent breaks are more productive. Take a few minutes each hour to regroup.

#### Ways to increase productivity:

- **Take healthy breaks:** You should take time to refresh yourself. Try stretching, walking, or meditating throughout the day. This will also improve your health and overall wellbeing.
- **Take enjoyable breaks:** Taking a few moments to surf the internet and mentally change gears actually increases productivity. This fun activity increases productivity by nine percent.
- **Take time off:** Do not lose vacation days, even if you have to spread them out. People who take their vacations are much more productive than those who do not.

# Just A Few Things...

## Physical

Most people know that overworked employees eventually burnout. Burnout is the physical and psychological response to long-term stress.

### Signs of Burnout:

- **Loss of interest:** Burned-out employees cannot make themselves care about their work, which is the source of their stress.
- **Lack of emotion:** Emotional responses are abnormal when someone is burned-out.
- **Loss of motivation:** Former motivators no longer are effective.
- **Possible depression:** Burnout is closely linked to depression.



### How to Improve Health

- **Awareness:** A balanced lifestyle increases personal awareness, allow individuals to identify potential health problems early.
- **Lifestyle:** A balanced lifestyle automatically improves health. It encourages healthy choices and helps develop the body and the mind.

## Social



This may seem basic, but rewarding your staff is an effective method for promoting work-life balance. Employees who feel appreciated are more confident, and rewards reinforce the behavior you want to see repeated. Rewards can also provide breaks that reduce stress. Rewards do not have to break the bank. There are simple ways to thank your employees for their service.

### Useful Rewards:

- Public acknowledgement of service
- Extra time off
- Awards
- Promotions
- Parties

## Spiritual

“Me time” is essential to a person’s health that “me time” is a day at the spa or cannot afford to do. Actually, “me time” is do just for yourself. There is no set expense when taking “me time.” It can be as simple as concerning “me time” is that you take it.



and well-being. Often, people think something else extravagant that they much simpler. It is anything that you or time frame that you must follow taking a walk. The only imperative