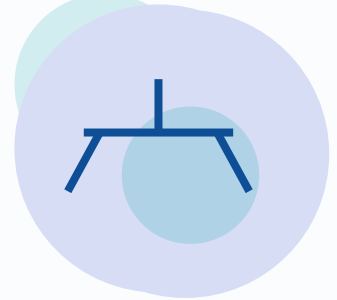


FACT SHEET

Work-Life Balance

Work-life balance is not about splitting time perfectly. It is about creating a pattern of work, rest, and personal life that supports your health, relationships, and capacity.



clear, practical, supportive

WHAT IT CAN LOOK LIKE

- Feeling constantly “on” and struggling to switch off after work
- Bringing work home mentally or physically most days
- Losing time for sleep, meals, exercise, family, or enjoyable activities
- Making more mistakes, feeling less patient, or operating on autopilot
- Feeling guilty whenever you are not being productive

WHAT CAN CONTRIBUTE

- High job demands, blurred boundaries, or unpredictable hours
- Caring responsibilities, study, commuting, or other unpaid commitments
- Saying yes too often and having no clear finish point
- Technology that keeps work available at all times
- Perfectionism or the belief that rest must be earned

Why it matters

- When balance slips, energy drops and work can take longer, not shorter.
- Relationships often feel the strain before you notice it yourself.
- Poor balance can affect sleep, mood, focus, and physical health.
- Sustainable routines protect performance better than last-minute overwork.

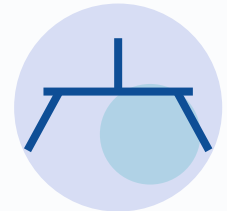
Helpful reminders

- Balance changes across different seasons of life.
- You do not need equal time in every area; you need enough time for what matters most.
- Boundaries are not selfish. They help you stay effective over time.

PRACTICAL STRATEGIES

Choose the ideas that feel realistic for you. Small consistent changes usually work better than trying to change everything at once.

- Review where your time is actually going. A short weekly audit can show what is taking energy and what is missing.
- Choose anchor habits. Set a realistic finish time, protected meal breaks, and at least one activity each week that is not about work.
- Create a transition ritual. Change clothes, take a walk, or shut down devices to mark the shift from work mode to home mode.
- Use priority language. Decide what must be done, what can wait, and what can be delegated or simplified.
- Stop carrying everything alone. Ask for help at work or at home before resentment and exhaustion build.
- Keep rest visible. Schedule recovery the same way you schedule tasks, especially during busy periods.
- Limit work spillover. Reduce after-hours checking where possible and keep one place for urgent exceptions.
- Reassess regularly. A routine that worked three months ago may need to change now.
- Track what makes the problem better or worse. A short note in your phone or diary can reveal patterns you can actually use.
- Aim for steady progress, not perfection. Review what helped this week and keep the plan realistic enough to repeat.



TRY THIS TODAY

Start with one small, achievable step.

- Write down your non-negotiables for this week: sleep, meals, movement, and one personal commitment.
- Pick one boundary you will communicate clearly today.
- End the workday with a short shutdown list so unfinished tasks are captured, not carried.

WHEN TO GET EXTRA SUPPORT

- You are exhausted most of the time and cannot switch off.
- Conflict at home or work is increasing because of pressure.
- You are missing basic needs such as sleep, meals, or recovery.
- You need help setting boundaries or adjusting expectations.