

# SECRETS TO BALANCING WORK + HOME LIFE

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BEING OUT OF BALANCE CAN HAVE SIGNIFICANT EFFECTS ON ALL ASPECTS OF YOUR LIFE. CREATE HARMONY IN YOUR LIFE AND ESTABLISH A HEALTHY RHYTHM THAT'S SUSTAINABLE AND FEELS GOOD TO YOU.

## HERE ARE FIVE TIPS TO HELP YOU BRING YOUR HOME AND WORK LIFE INTO BALANCE:

### 1 CARE FOR YOURSELF

- You can't do good work or be fully present with others if you're not taking good care of yourself.
- Allow yourself to be appropriately compensated for your good work.
- Build time into your schedule to indulge in things you love to do that nourish you.

### 2 ESTABLISH GOOD BOUNDARIES, AT HOME AND AT WORK

- Set working and non-working hours, and honor your word regarding your schedule.
- Clearly communicate guidelines for how and when to reach you outside of these hours, if necessary.
- Healthy boundaries will improve your quality of life and relationships with others.

### 3 BATCH SIMILAR ACTIVITIES TOGETHER

- Conserve your energy by limiting the amount of "back and forth" between tasks.
- Group similar tasks together in time blocks so you can ride the momentum and improve efficiency.

### 4 GET SUPPORT FROM YOUR FAMILY AND FRIENDS

- Communicate your vision and goals, and include ways they can help.
- Getting family and friends on board with your vision will help you stay accountable.

### 5 CREATE A THREE-YEAR PLAN TO ACHIEVE YOUR DESIRED INCOME LEVEL

- A plan with goals and action steps will help keep you on track.
- An action plan with clearly defined and measurable objectives allows you to monitor your progress and make adjustments when necessary.