

Balance is Within Reach

Balance. It's harder than ever to achieve these days. In trying to stay on top of everything in both your work and your personal life, it's easy to feel overwhelmed. The stress of doing it all can affect your health and lead to unhealthy habits. People seem to struggle with more stress now, as technology has intruded on family time and communication.

But remember that getting balance in your life is not out of your reach. First, it may help to stop and look closely at everything in your daily life. Identify the activities that are causing you the most stress. Also identify the things that might be missing in your life. Then, step by step, you can begin to rearrange your life in small ways to restore some balance.

You can learn how to make small changes that can help you manage your health, your work and your family life better.

Feeling Overwhelmed?

If you're having trouble keeping balance in your life—as many people do—there are ways to start gaining control of your challenges, one step at a time. Keep these steps in mind:

Shut it off! Try to respond to work-related emails or posts only during work hours.

Set up a basic to-do list. Being able to cross a few items off your list each day will help you feel more confident and in control.

Give it a rest. Taking small breaks throughout the day will help you deal with stress and give you the mental stamina to finish projects.

Find healthy activities that work for you. Set up an exercise routine that is challenging for you in a fun way. Also make sure you eat right and get enough sleep. This helps you bounce back better.

Take care of yourself. Always make some time for yourself—and maybe even schedule it—to read, do yoga, listen to music, or do other fun things that make you feel good.

Ask for help. Seek advice from a mental health provider or your organization's program. These professionals can help you find solutions to work-life challenges.

Living by Your Values

When you live and work according to your values, it's easier to keep stress under control. To help you identify your values and set priorities, ask yourself these questions:

- What do I most like to do?
- What am I most drawn to?
- Do I ever lose track of time and really involve myself in something?
- What do I feel really passionate about?

Though work will always be a part of life, there are ways to move your life toward the things you value. If you start including the activities that are closest to your personal values, you will be able to feel better and have less stress. Here are things to think about:

- Identify those things in life that are causing you the most stress.
- Pinpoint your core values and spend more time on things that are important to you.

- Find ways to deal with feelings of being overwhelmed.
- Tap into tools that can help you gain more control of your work and life.

Want to learn more? Go Online Today! Log on to www.FOH4YOU.com to access *Work-Life Balance Redefined* and other helpful resources and share this with your co-workers and family members. Or, you can call the FOH program for EAP or Work-Life services at 800-222-0364 or 888-262-7848 TTY users.