

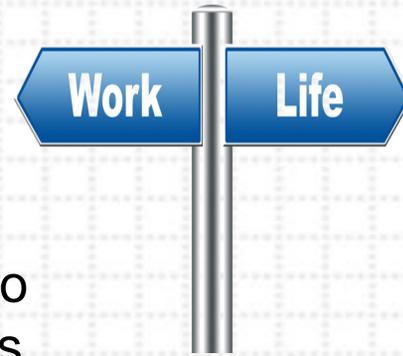
# Work-Life Balance

## Tips for Managing Time



### At Work

- **Schedule brief breaks throughout the day.** Your productivity & effectiveness will increase.
- **Reduce daily distractions** (ex: only respond to email once or twice a day to avoid distraction).
- **Address concerns about workload early.** Talk to your employer about unrealistic work expectations.
- **Before you go home, set realistic goals for the next day.**
- **Make a distinction between work & home.** Protect your time by turning off electronics. Don't be available 24/7.
- **Take your allotted vacation time.** You will come back refreshed & more productive.
- **Take advantage of supports** (ex: counseling, massage therapy) that may be available through employee assistance programs or insurance.



*If you feel overwhelmed, have difficulty concentrating or feel guilty about neglecting areas of your life, you may need support.*

**Take the Work-Life Balance Quiz**

### At Home

- **Pursue a hobby** for some quality time of your own.
- **Create a buffer between work & home.** After work, take a quick walk, do a crossword, or listen to music before starting the evening routine.
- **Create & follow a budget.** Set aside some money from each pay cheque for the future.
- **Exercise & eat healthy** to feel more energized.
- **Decide what chores can be shared or let go.** What has to be done by you or someone else? Let the rest go.

### In Your Community

- **Make choices about social, community & volunteer obligations.** Choose the most fulfilling & say 'no' to the rest.
- **Manage expectations.** Be clear about how much time you can give to others.



Information adapted from [www.cmha.ca](http://www.cmha.ca)

For more information or support, contact your local **Mental Health & Addiction Services Office.**

Mental Health Crisis Line

1-888-737-4668

NL Health Line 1-888-709-2929



Western Health