

Finding Balance in a Time of Uncertainty

If you're feeling exhausted by the stresses in and out of the workplace, you're not alone. Many are struggling to balance work, family, finances, home life, relationships and wellness—all while combating burnout. Try these ideas:

REFLECTIONS	<p>Determine responsibilities vs activities</p>	<p>Think about the responsibilities you have—such as duties for your home, managing finances, balancing work, or caring for others. Now think about other activities that you enjoy doing. (Hint: they can be in both categories!)</p> <p>Complete the Balancing My Responsibilities vs My Activities exercise on the next page as a guide.</p>
	<p>Identify what's overwhelming</p>	<p>When we say, "my life is out of balance," it's often because we're feeling overwhelmed. But can you identify exactly what is making you feel overwhelmed? Can you ask for help?</p> <p>Is there something you can do less of, or take off your plate entirely? Identifying what's overwhelming you can give you the power to change.</p>
	<p>Ask yourself: <i>Is this adding value to my life?</i></p>	<p>Yes, we all must do things we don't necessarily want to do, and we have obligations we must fulfill. Other times, you have the choice of what to do with your time. Does what you're doing add value to you? Is it healthy for you? Is it meaningful?</p> <p>Make time (not excuses!) for the things that add value to your life.</p>
ACTIONS	<p>Take a break</p>	<p>If you have a lot of tasks to do, you may feel the need to work as much as you can. This can lead to exhaustion and burnout. Taking breaks makes you more productive and creative. For each hour of work, even a five-minute walk, stretch or making some tea can make a big difference on your motivation and physical health.</p>
	<p>Avoid Multitasking</p>	<p>The human brain does not function well while being pulled in many directions. Focus on one thing at a time. Set yourself up for success by avoiding distractions or multitasking.</p> <p>And if this seems out of your realm, try it for even a few minutes at a time and see how it feels!</p>
	<p>Track your time</p>	<p>Whether it is Google Calendar or a handwritten planner, try planning out the time slots of your day, and stick to the schedule you set. In doing this, you commit time to your goals (including getting that exercise in or enjoying your favorite book!)</p> <p>You will also be more productive in the chunks of time that you do have.</p>

Find balance and prioritize your well-being. Your EAP by Perspectives can help!

Call or text 800.456.6327 or log in to your WorkLife portal at perspectivesltd.com

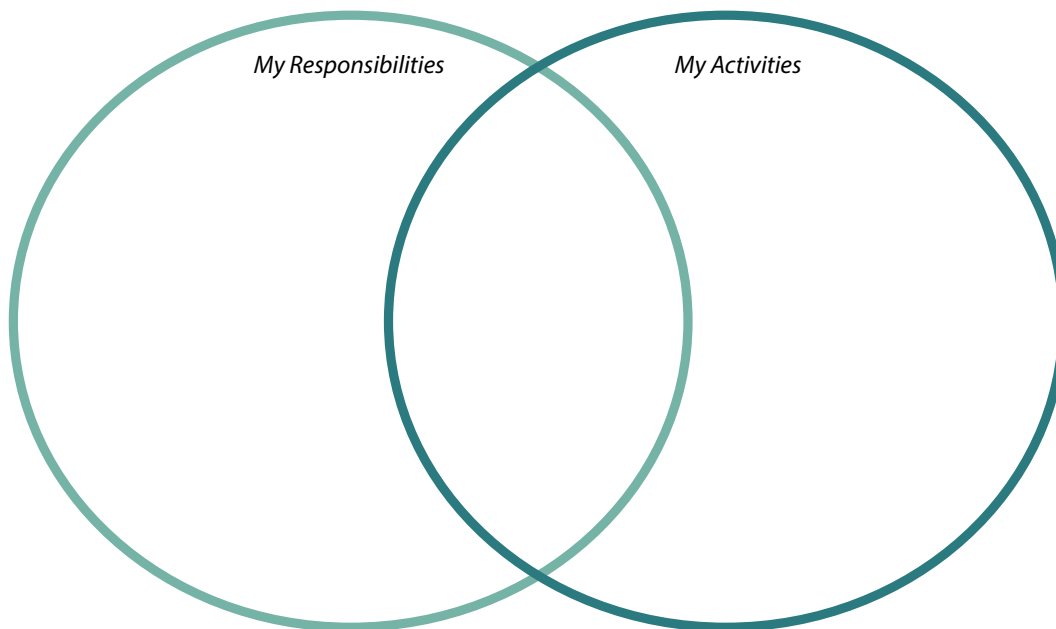
Source: Resilient Educator, Kelly Mendoza, Common Sense Education

BALANCING MY Responsibilities vs. Activities

TIP: Track your time for a few days and then revisit this exercise.

DIRECTIONS - Part 1

In the My Responsibilities section below, write your duties: the things that you must do and are responsible for doing. In the My Activities section, write the things you enjoy doing. In the middle of the diagram, write the things that are both things you must do but like doing.



DIRECTIONS - Part 2

Look at your diagram. What do you notice? Does anything seem out of balance to you?

- Put a "plus" sign next to the things you'd like to do more of.
- Put a "minus" sign next to things you'd like to do less of, or things you can ask for help with.

Think of one thing you can change based on your pluses and minuses. Complete the following sentence. (Hint: Be very specific in what you'll change!):

I can make my life feel more balanced by:

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