

# Employee Assistance Program

Work-life balance

## Make balance a priority!

If it seems like your daily busyness is leaving little time for you, maybe it's time to put balance at the top of your list.

It's common for people to attempt to pull off a fairly heroic array of accomplishments each day. But when unexpected duties or events complicate your already lengthy to-do list, it's easy to feel like you managed only to wear yourself out by day's end.

Fortunately, there are some basic steps you can take to get your work and life in better balance.

One way to attain better balance is to stop and consider each of your activities during a typical day—and honestly assess if they're valuable or not. Identifying your priorities in life can help you separate the necessary from the expendable.



Employee Assistance Program  
**1-866-EAP-4SOC (1-866-327-4762)**  
TTY users should call 1-800-424-6117  
Visit us online: [www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov)



### Get the most out of your day

**Morning planning is key.** Take a few solitary minutes in the morning to plan and prioritize the rest of your day.

**Tackle priorities first.** Whether they're enjoyable or not, start on your most important tasks first.

**Stay focused in the moment.** Even though there may be many tasks competing for your attention during the day, stay focused on doing what's most important now.

**Minimize distractions.** We all have things that routinely distract us and eat up productive time. Limit your texting, Web surfing, personal calls, and social media activity only to brief, set periods each day.

**Do something for you.** Despite the daily chaos, try to carve out at least a little time for your favorite hobby or other soul-nurturing activity.



Log on to [www.eap.calhr.ca.gov](http://www.eap.calhr.ca.gov) today!

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