

EMPLOYEE ASSISTANCE PROGRAM

MANAGE YOUR WORK, MANAGE YOUR LIFE

Sometimes we ignore the physical and mental warning signs that we're burning out and doing too much.

Achieving and maintaining a healthy work-life balance is important for one's mental and physical health. An imbalanced life can lead to exhaustion and resentment, causing problems on the job and strained relationships at home. While there may be times when work is especially demanding, overworking for too long is not healthy or sustainable. A large body of research suggests that regardless of the reasons for working long hours, overwork does not result in greater productivity. People make more mistakes when they're tired, and the resulting stress can eventually lead to depression, substance abuse, impaired memory, and even physical problems such as heart disease and diabetes.

The first step to effectively manage personal and professional responsibilities is to identify one's priorities. What are the most important things at work and at home that need attention, and what things can be set aside? Is it really necessary to check emails, texts and tweets at all hours of the day and night? Technology can easily blur the boundaries between work and home life.

Try these tips for a healthier work-life balance:

- Just as you block off time in your daily work schedule for meetings and projects, block off time in your calendar for the after-work activities that are important to you.
- Manage your energy as well as your time. For example, if you know you're more productive in the morning, try to schedule more important work tasks then and lower-energy tasks later in the day.
- Delegate when you can, at work and at home.
- Use your earned vacation time to rest, relax, and recharge.
- Take breaks from technology and set boundaries as to when you are accessible after work hours.
- Always carve out time to take care of yourself. A balanced life is a healthier life, and a healthier life is a balanced life.

Your work and your personal life will not always take an equal amount of time and energy. Sometimes one or the other will take precedence. Maintaining balance allows you to meet your work and personal priorities without feeling overwhelmed.

