



6 PRACTICAL TIPS FOR BALANCING WORK & LIFE

1. STAY ORGANIZED

- a. Be aware of pending and upcoming tasks
- b. Utilize a planner/organizer and reference it EVERYDAY
 - i. Keep professional and personal tasks organized separately

2. TAKE ADVANTAGE OF DOWNTIME

- a. Utilize downtime as a means of being productive
- b. Say NO to procrastination

3. TURN OFF THE “ALWAYS ON” MENTALITY

- a. It's great to be dedicated, however bringing work home and constantly checking emails outside the confines of work can do more harm than good
- b. Leave time for enjoying your life and doing things that make YOU happy

4. TAKE A BREAK

- a. If possible, take off a few days from work and do NOTHING at all
 - i. Use this time to clear your mind, rejuvenate and practice self-care

5. WHEN AT WORK...WORK

- a. It's okay to take a break here and there, however slacking off and wasting time will hurt you in the long run
 - i. Mounting tasks due to self-infliction causes a snowball effect and ultimately brings productivity to a halt

6. REFLECT

- a. Allow time for reflection
 - i. Think about the current state of your life from a holistic standpoint (work, school, family)
 - ii. Have an open, honest conversation with yourself and compile realistic goals for your personal and professional life