

# SECRETS TO BALANCING HOME AND WORK LIFE

Being out of balance can have significant effects on all aspects of your life. Create harmony in your life and establish a healthy rhythm that is sustainable and feels good to you.



**Here are five tips to help you bring your home and work life into balance:**

## 1 Care for yourself

- You cannot continue doing work or being present for others at home or at work in any dedicated way if you are not well taken care of.
- Allow yourself to be appropriately and highly compensated for your good work.
- Build time into your schedule to indulge in things you love to do that nourish you.

## 2 Establish good boundaries – at home and at work

- Establish working and non-working hours, and honor your word regarding your schedule.
- Clearly communicate guidelines for how and when to reach you outside of these hours if necessary.
- Healthy boundaries will improve your quality of life and relationships with others.

## 3 Batch similar activities together

- Conserve your energy by limiting the amount of “back and forth” between tasks.
- Maintain focus and dedication to similar tasks so you can ride the momentum and improve efficiency.

## 4 Get support from your family and friends

- Communicate your vision and goals, and include ways in which they can help.
- Getting family and friends on board with your vision will help you stay accountable.

## 5 Create a three-year plan to achieve your desired income level

- A plan with goals and action steps will help keep you on track.
- An action plan with clearly defined and measurable objectives allows you to monitor your progress and make adjustments when necessary.