



Employee Assistance Program

Balancing Work and Personal Life

Tips for Balancing Work and Personal Life

Try What Sounds Useful and Find What Works Best for You

Schedule Your Priorities

- *Set goals.* Think about what you want to accomplish daily and in the future. Make sure your short-term goals support your long-term goals. Stay focused on your goals each day.
- *Know what is expected of you at work.* Be clear about what is more important to your agency. Ask your supervisor to review expectations of your work performance and how they fit into the overall mission of the agency. Understanding how your work contributes to the success of your agency will help you set priorities that will make you successful.
- *Understand what each family member values.* This will help you spend quality time with the ones you love in a way that is meaningful to everyone.

For example, if you can only attend one after-school activity per week, make sure it is the one that is most meaningful to your child.

Ask your partner what you can do to lighten his or her load each day or week. This will help you learn what your partner needs and will make them feel valued and supported.

Stay focused on what you need. Make sure that you have at least a few hours a week to do what nourishes and replenishes you.

Communicate Your Needs

- If you are unsure of what is expected of you at work, ask for direction and clarification of your tasks.
- If you feel overloaded at work, ask your supervisor for help in prioritizing your tasks.
- At home, have family meetings to plan for the week ahead. Designate a communications center. Hang a bulletin board and family calendar in a central location. Instruct each family member to record activities – games, practices, after-school job hours, social events, etc. – on the calendar.
- Let family members know what you expect from the household. Invite all to brainstorm solutions and delegate responsibilities for meeting household needs.
- Ask for help when you need it.
- Express your appreciation.

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Modify Responsibilities

- Divide and share household responsibilities according to likes/dislikes, skills and availability.
- Communicate the standard of quality that is expected for household chores.
- At home, be flexible with scheduling.
- Find ways to make family chores fun for everyone.

Be Efficient

- Plan menus ahead of time and have ingredients on-hand.
- Cook in big batches ahead of time and freeze. You can eat pre-prepared meals throughout the week on late work-nights or nights when family activities prevent cooking a full meal.
- Shop during off-peak hours.
- Batch errands and complete in a reasonable order.
- Prepare school lunches, clothing, backpacks and briefcases the night before. Keep outerwear, bags and shoes by the door each evening so they are easy to find in the morning.
- Limit morning choices. Allow children only two outfits to choose from, two cereals, etc.
- Teach children how to save time by planning ahead and being prepared.

Improve Your Physical and Mental Health by Engaging in Meaningful Activities

- Get regular exercise.
- Eat healthy meals.
- Get enough rest.
- Pay attention to your body and what it needs.
- Make time for yourself.
- Travel slightly before or after the rush hour.
- Use commute time for personal growth activities such as reading, practicing relaxation techniques, or even learning a new language. You may also want to use this time to plan ahead for the day's work or to relax and prepare for your return home.
- Develop a hobby or interest.
- Go on outings and vacations.

Enhance Satisfying Relationships

Relationship with partner

- Schedule time to be alone with each other. Fun should be a daily activity.
- Encourage your partner often.
- Be willing to share your thoughts and feelings and listen to your partner.

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Relationship with children

- Schedule time each evening for a family activity. Play cards or a board game, or take the dog for a walk.
- Plan outings that will be meaningful to the entire family.
- Create a “coming home from work” routine with children that gives everyone what they need. For example, to ease transition from work to home, you may want fifteen minutes to yourself when you first get home. Take a bath or shower, lie down or read the mail. Let children know to expect this and that they will have your full attention once you have had time to unwind.

Relationship with friends/relatives/co-workers

- Spend at least a few hours a week doing an activity with a friend that you both enjoy.
- Maintain friendly relationships with co-workers. This can help improve communication and make work more enjoyable.
- Write one letter or make one phone call per week to a long-distance friend or relative.

**Federal Occupational Health's
Employee Assistance Program (EAP)
(800) 222-0364 | (888) 262-7848 (TTY)
www.foh4you.com**

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