



HOW TO ESTABLISH A WORK-LIFE BALANCE

It's no secret that typical Americans work long hours. But despite this long work week, Americans are terrible at taking vacation, even when Americans take vacations, sixty-one percent of them work while they're out of the office. Life outside of work is essential and following these ten simple tips will help you embrace this life.

1. Focus on your mental health

It is normal to feel anxious or depressed. Sharing things with someone like friends or loved ones will help you gain more perspective and identify ways you can improve your mental health.



6. Smile be happy

Watch something funny or enjoy your favorite show after workhours. Sing, dance, and play with your kids or your pets for a while. Indulge your inner child so you can truly smile.



2. Create a designated workplace

Setting up a workstation at home might mean claiming a table or a space room as permanent workspace. This will help you keep a boundary between your job and your home life.



3. Maintain a routine

Routine and schedule can help us bring a sense of control to our lives. Fix your work hours and plan when you will log in and log out. Creating a schedule can help you keep the boundary between working and non-working hours.



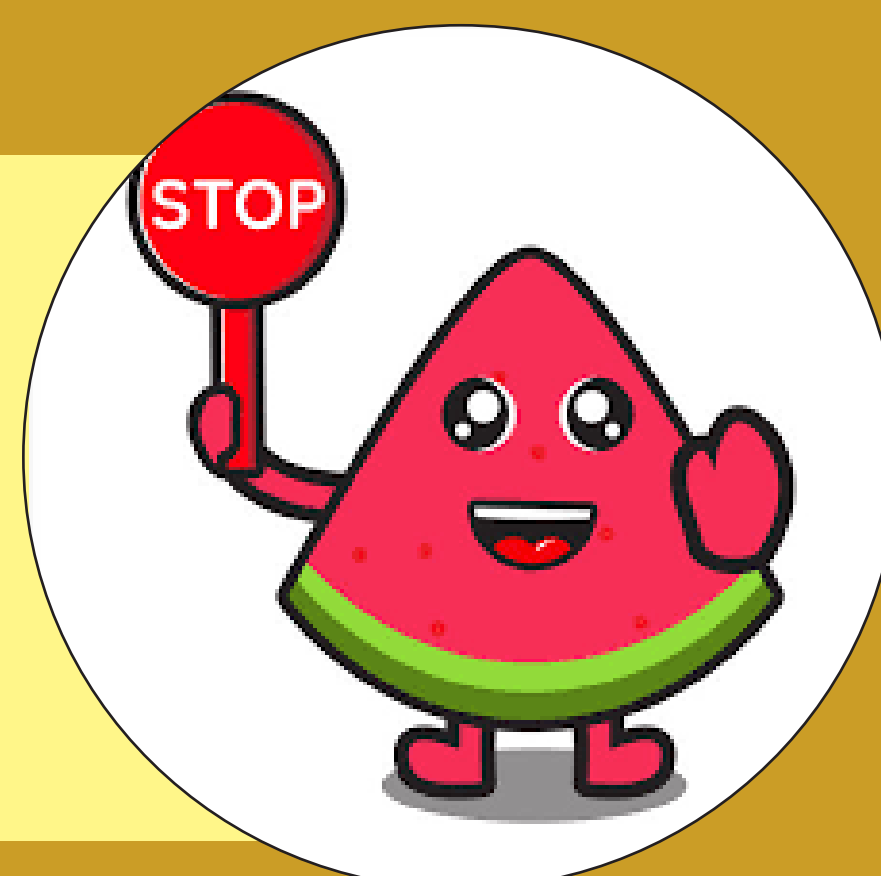
4. Explore new ways to exercise

Going out for a run or a bike ride is good, or you feel safer exercising indoors. Invest in a yoga mat and search for home workout videos on YouTube.



5. Know when to say stop

Unplug when the workday is over and convince yourself to disconnect. Don't try to get a head start on work for the next day or check your work email from the couch.



note to self

- ♥ You are doing the best you can
- ♥ It is okay to ask for help
- ♥ You are worthy and enough
- ♥ It is okay to be not okay
- ♥ Your boundaries are important
- ♥ You are capable of amazing things
- ♥ Your feelings are valid
- ♥ It is okay if you are a work in progress
- ♥ It is okay to allow yourself to heal

7. Learn to say no in a positive way

Sometimes you have too much on your plate at work weighting you down. When everything getting too much, you can always say no to a new task in a way that won't offend the person asking you to do it.

IT'S OK TO SAY

NO!!

8. Open up to people

Keep your family informed about your work to avoid disturbances. When you are not in the office it is harder for people to notice if you having a hard time managing tasks, so talk to your boss and look for situations together.



9. Keep it moving

Sitting for four hours without proper movement can shorten our lives by 11 minutes! Hold a walk and talk meeting with a team member. Take regular breaks, have a peak through your window, look at the birds or trees for a while.



10. Stay social and connected

Social connection with others can help: improve your ability to recover from stress, anxiety and depression and make you feel happier.



Infographic created by Taj Tamanna