

# SIX WAYS TO BALANCE WORK-LIFE AND HOME-LIFE



## BE ORGANISED

Try to think ahead. What will your days and weeks ahead look like? Set aside time for the tasks that you need to do – domestic as well as professional.



## BE DISCIPLINED

Be sensible about the number of hours you work. Limit exposure to time-wasting activities and people; call them later if you need to.



Be realistic about what you can do. Prioritise tasks and, if necessary, explain your decisions on this basis – and make sure the team you lead does the same.



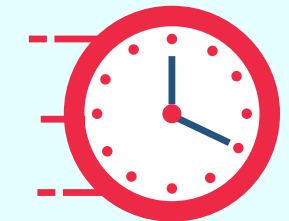
## DEVELOP THE 'WHOLE YOU'

Make time for yourself to do something you enjoy: daily exercise, a monthly meet-up with friends, or reviving a hobby. It's more about quality than quantity.



## INCLUDE EXERCISE

This does not need to be an intensive work-out, but aim to do exercise which raises your heartrate for at least 20 minutes every day.



## KNOW WHEN TO STOP

Be clear about the length of your working day. There will of course be exceptions, but setting a norm for yourself helps keep you in control.