



Ways to Achieve Balance

Life can be a juggling act. Work, family and personal needs compete for your time and attention, but a sense of “balance” can help you create a rich and varied life free from conflicting demands. Here are some ways to help you achieve balance:

At Home

- **Spend time with your children.**

Strengthen your youngsters’ self-esteem and build a positive relationship that will last a lifetime by spending as much time with them as you can.



- **Make meal times special.**

Dine together as a family several times a week. Make the dinner table a place for family members to share news and excitement. Serve healthy meals that everyone enjoys.

- **Hold family meetings.**

Use regular meetings to discuss goals, problems, family events and to assign household chores.

- **Maintain a calendar of family activities.**

Use colorful markers to note all appointments, meetings and special family occasions. Post the calendar where everyone can use it.

- **Have fun with your family.**

Plan fun family activities. Exercise together; go on bike rides, hikes or day trips to relaxing places. Join fund-raising walks and fun runs.



At Work

- **Plan, prioritize and organize your work life.**

Make long- and short-range plans for individual projects. Prioritize each day’s tasks, listing the most important jobs first. Set a deadline for each task so you can complete the project on time.

- **Take breaks.**

Breaks help you concentrate. Get up and stretch, have a refreshing glass of water or take a short walk, if possible.

- **Use your lunch hour.**

Write a letter, pick up some groceries or make personal phone calls. Schedule a doctor appointment, read a book or think of ways to improve your work-family balance while you rest.

- **Sharpen your communication skills.**

You’ll have fewer problems at work—and at home—if you can express yourself clearly and understand others. Talk with your supervisor if you’re having any problems at work.

Leisure Time

- **Cultivate personal interests.**

Take time for gardening, golf or crafts activities. Sign up for art classes. Join a bowling league. Learn to play the guitar.



- **Build regular exercise into your routine.**

Join a health center or explore other options for regular exercise. Put on the calendar the time you’ve committed to exercise. Make “exercise dates” with a friend to help build commitment and fun into your workout.

- **Take mini-vacations.**

A day trip to the country or a recreational area can add variety and relaxation to your life at little or no cost.

- **Get involved in your community.**

Coach your child’s soccer team. Give a crafts demonstration for the local scouting group. Volunteer for a special project at your place of worship.

- **Use your employer’s Employee Assistance Program.**

Your organization’s Employee Assistance Program (EAP) can help you find child care and refer you to social services, community resources, educational opportunities and seminars that can help you learn how to balance work and family demands.