



**Work Life Services Newsletter August 2020**  
**Call our toll-free number 1-800-364-6352 for assistance**

## **Finding Balance**

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By definition, balance often implies that all parts are proportional or of equal strength in order to create stability. In life, finding balance is about learning how to take all of the elements that make up your life and piecing them together so that they work in unison to support your personal goals. When you have achieved this, you'll spend more time enriching your life with positive experiences and less time trying to overcome obstacles you have laid out for yourself. Below are some tips and questions to get you on the right track and help you find balance in your life.

- Separate your priorities from your wants
- See the big picture and how your actions can affect that outcome
- Combine long-term and short-term planning to organize your goals
- Learn to keep your work and personal lives from conflicting with each other
- Use private time and recreational activities to recharge your emotional batteries
- Cast off negativity and embrace a positive outlook, even in the face of tough times
- Use effective communication techniques with friends, family, and coworkers to strengthen relationships
- Cultivate a strong sense of organization
- Shift gears when needed to keep up with the various roles you play in your life

### **Are You Finding Balance?**

Do your friends or family complain about all the time you spend focused on your job? Yes\_ No\_

Do you struggle to focus on the job because of family issues? Yes\_ No\_

Do you bring work home with you at the end of the day? Yes\_ No\_

Do you feel like you're missing out on work when you take vacation time? Yes\_ No\_

Do you feel overwhelmed or let down by your responsibilities on the job? Yes\_ No\_

If you answered "Yes" to any of the above questions, you should consider getting help to balance your work and personal lives. Positive changes can have a definite impact on your personality, productivity, and overall sense of wellbeing.

## Making Time for Yourself and Your Family (3 min read)

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Because of the stress of a typical work week, finding time for some fun and relaxation is usually difficult. Furthermore, it may seem like making time to enjoy your life takes a lot of effort. However, finding time for yourself and your family is well worth it: The hobbies and activities we take part in together or alone often bring us great happiness and help to enrich our lives.

### Why Leisure Is Important

- Physical fun, like taking an aerobics class or going on a walk with a friend, helps soothe tension and clear the mind
- Even an hour of leisure time a day is great for the body, mind, and spirit. It helps release stress and leads to a more balanced life
- By taking time to do things that you like to do, you are better able to have healthier and more positive relationships with those around you

### How to Have Fun

If you've filled your life with so much work that you've forgotten how to play, take some cues from kids. They easily go from one fun activity to the next, typically with smiles and laughter. Watch your child at the playground and see how he or she becomes immersed in the present activity, whether it's playing in the sandbox, scaling a climbing wall, or going down a slide. Try to have a similar state of immersion and happiness when you get to take time for you. Here are some tips to make the most of your fun times:

- Choose activities that are just for you; choose others that involve the family
- Schedule a time for leisure into your daily calendar
- When having family time, pick sports, hobbies, or locations that everyone enjoys
- Take time for unexpected pleasures. Occasionally, don't schedule in an activity for your leisure time during the day. When leisure time comes, do what you feel
- Quiet times during the morning can help you get ready for the day, and quiet times at night can help you unwind. Choose meditation or other relaxing, quiet activities to de-stress
- Try to be fully present when you're having fun. Let go of cares, worries, and stress during fun activities; know that you can address what you need to after you're done with your fun time

### Having Fun Solo and with Your Family

Here are some ideas for activities to do on your own:

- Try a new hobby or revive a former one
- Join a gym or start going to fitness classes
- Play a new sport
- Join a book group or enroll in a class
- Seek an artistic outlet -- go to a museum and sketch or take pictures in a park
- Call an old friend
- Take a walk in the neighborhood or watch the sunset

Some activities to do as a family can include:

- Go to a sports game
- Go see a movie or go to an amusement center
- Take a day trip to a special spot
- Take family walks together
- Have a game night
- Visit the museum
- Participate in fundraisers together or volunteer together
- Take dance, tennis, or other lessons together
- Plan a family vacation and get the whole family involved in the planning process

*Written by Life Advantages - Author Delvina Miremadi ©2020*