

# IMPACT By Coaching



September 2009

## Improving Your Work/Life Balance

Sometimes I struggle with work/life balance. Sound familiar? Somehow work and life have become two different things in our culture. If you work, then you don't have a "life". If you have a life, then you aren't concerned with work. **For many of us, work is life. It is purposeful.** It provides our families with extras like family vacations and education opportunities. Income from our work gives us resources to follow a passion or to travel.

However, when we over extend in any area, it becomes our greatest weakness. Working too many hours exhausts our energy and takes us away from our families. **Creating a balance between work and life can mean something as simple as following our bliss - anything that makes us happy and full of life!**

Here are some tips for making a real difference to your work/life balance. **These are simple actions which you can do now.** Not all of them will suit you. But choose at least one to try out this week. Experiment and find out what works for you.

**Take a lunch break.** Even if it is only 15 minutes. Get out if possible and sit in the park, walk around the block or go window shopping. Preparing lunch or running an errand is a welcome break from staring at the monitor and processing email. You know it will refresh you and make you more effective when you return.

**Cut down on caffeine.** It's in coffee, tea, and soda! Buy a bottle of water and drink that during the day. Find decaffeinated or herbal drinks which you like. Or go green and bring your favorite beverage container and refill as often as needed during the day. This will cut down your stress levels and give you more energy.

This article has 557 words and should take 4.0 minutes or less to read. A small price for knowledge!

**Resist the email temptation.** Many of us interrupt what we are doing to deal with incoming e-mails. Schedule particular times during the day to look at your e-mails – first thing in the morning, just before lunch or after lunch, and at the end of the day. If you must have email on, then turn off the sound on your PC which alerts you every time an e-mail arrives.

**Stop work earlier.** Ask yourself why you are staying longer and longer. Who will value that half hour more - your clients/employer or your family/yourself? Don't kid yourself that you really need to be at your work for that extra half hour. And don't start that 30 minute job 10 minutes before your scheduled stop time. Do yourself and your team a favor – go home!

**Stop for a full minute several times a day.** Set a timer if you need to. Give your attention to your breathing and watch the in and out flow of your breath. Allow the out breath to get a little longer each time. And as you breathe out allow your shoulders and jaw to relax. Your body will thank you!

**"The grand essentials to happiness in this life are something to do, something to love, and something to hope for."**

- -Joseph Addison

Contact Sherry Greenleaf, RCC for Registered Corporate Coach Training, Leadership Development, and DiSC Train the Trainer programs at 440-899-9010 or [sgreenleaf@impact-dev.com](mailto:sgreenleaf@impact-dev.com)