

# 6 Tips To A Healthy Work-Life Balance



## Work Smarter

Prioritise your tasks so that you work smarter not longer. Set deadlines and keep to them as much as you can; don't let yourself be distracted by less productive activities. This will help you avoid too heavy a workload thus avoiding unnecessary workplace stress.

## Schedule downtime

Ensuring you have regular time in your diary to use as you please is a sure fire way to help balance out your work and life. Take time to spend with your family and friends to do things you love away from your place of work.

## Exercise regularly

There is solid, scientific evidence that people who are active tend to be less stressed in the workplace. So, get out and enjoy the world around you, go for a cycle, swim, run or walk. Why not join the local gym or running club?

## Take regular breaks

Working for long periods of time without a break is not only unhealthy but can also lead to burnout. This increases stress levels which can overflow into your personal life. Take regular breaks and refresh your mind, allowing you to be more productive when you come back to your work.

## Take proper breaks

Too many people don't take sufficient breaks at work. Eating at a desk and sitting at a desk all day, every day are common occurrences. Why not get out of the office for a short walk and ensure that you take the time to have a proper, nutritious lunch. You'll feel much better for it.

## Leave your work at work

As much as possible, try to avoid taking your work home with you. Keeping your working life and personal life separate is vital to maintaining a healthy work-life balance. If you absolutely have to take your work home with you, ensure you have a space at home designated to working and nothing else.