



## Tips for Better Work-Life Balance

If you are feeling pulled in too many directions at once, or if there never seems to be enough time to accomplish everything on your “to-do” list, you may need to assess your work-life balance.

Individuals who have achieved work-life balance have learned to combine work and personal commitments into a healthy mix. Often we find that the demands of work and personal time are pulling us in opposite directions. But even if you experience great enjoyment in your work, it should not come at the expense of family or leisure time. Finding a way to manage these multiple facets of life can help you to be happier and more productive at both.

The following suggestions can help you to better balance work and life:

- **Delegate tasks.** Do not be afraid to ask for help or to delegate responsibilities, both at work and at home. Sometimes the best way to get things done is to bring in outside help.
- **Set priorities and limits.** Consider what is really important to you and what you value most in life. Once you identify your priorities, it will be easier for you to make decisions about how best to allocate your time. Focus on the big picture instead of on the small details, and keep in mind that you may still need to make sacrifices along the way.
- **Stay flexible.** When juggling different roles and commitments, plans can change very quickly. Staying flexible and keeping a sense of humor can ease the stress associated with changing demands.
- **Talk to your manager.** Often, they have been in the same situation and can offer the best advice for dealing with them.
- **Discuss alternate work options.** Many companies are realizing the value of work-life balance and have created flexible work arrangements. Talk about options that may be available to you.
- **Build a support network.** We all need someone to have our backs. Cultivate friends and maintain family ties. They can help shoulder some of the load.

## How Can GuidanceResources Assist Managers?

Managing people in the modern workforce isn't easy. Everyone is busy. Stress is common. Tempers are short. Then a life event—a death in the family, a medical crisis or a need for emergency child care—comes along and work grinds to a halt.

GuidanceResources is the response to such crises. The program is made available at no cost to employees and their family members and offers confidential, professional counselling and other resources for resolving personal, family or workplace issues.

## What GuidanceResources Offers

GuidanceResources gives you and your employees simple, fast, direct access to confidential services 24 hours a day, seven days a week by phone, online or by mobile app.

**Confidential Counselling:** Life can be stressful. GuidanceResources offers relief with short-term counselling services for you, your employees and family members.

**Legal Support:** With GuidanceResources, you and your employees have an attorney on call who can offer practical, easy-to-understand answers to legal questions.

**Financial Information:** With GuidanceResources, you and your employees can get answers about budgeting, debt management, tax issues and other money concerns from financial experts.

**Online Resources:** Guidanceresources.com and the mobile site, GuidanceResources Now, allow anytime, anywhere access to expert information on thousands of topics.

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