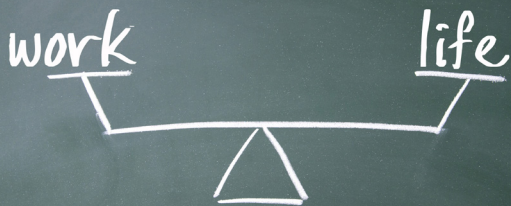


## Getting the Balance Right



We are all being asked to do more with less, to be more involved with our families, to be more engaged at work, to be better parents, colleagues, partners, carers, friends and participants in our communities. It's true each of these things add value to our lives, our sense of purpose and a sense of reward. But we also know how hard it is for most of us to achieve balance across all areas of our personal and work lives. We also know that the elusive work-life balance that we struggle to find, is of vital importance to the health of the individual and for the productivity of any organisation.

Discovering a balance that works for you can help you to better manage your priorities and allow you to maintain healthy levels of stress in your life. A good balance will look different for different people. Work life balance is all about prioritising your own life and determining what is important for you.

If you find you are running out of time to get things done, at work or at home, you may find it helpful to follow these simple tips that may assist you to improve the balance in your life:

1. **Set boundaries.** Be clear about what you will and will not do, but be prepared to be flexible.
2. **Prioritise.** Determine what is really important to you and don't let other things interfere.
3. **Try to identify** things in your life where you waste time (eg. watching TV when you're not really interested in what's on).
4. **Be prepared** to say no if you don't have the time.
5. **Save time** by multi-tasking.

Maintaining a good work life balance is vital for your physical and mental health. People who balance their work and personal commitments well tend to be less stressed, and often find it easier to find the time to look after themselves.

If the challenge of work-life balance is stressing you out, speak with a Converge International consultant. Their support and guidance can help you to get back on top of things. Call 1300 687 327 to bring the balance back in your life.