

Work/Family Balance

Work/Family Balance can be characterized by deriving enjoyment and purpose from work while recognizing the value of and protecting time for family.

In this world of hustle and bustle with its long commutes, deadlines, family obligations and budgets, it's no wonder we all can feel stressed. Trying to find the perfect balance between work and family isn't always easy. Here are a few time management tips that can help:

- Keep prioritized “to do” lists: Start everyday by making a list of tasks you would like to complete for the day, beginning with most important.
- Schedule breaks: Make sure you are using your break time. Step away for a nutritious snack, stretch or brief walk. You'll feel more refreshed and alert when you return to your work.
- Learn to delegate: Don't try to do it all yourself. Assign jobs to others.
- Organize your work area: It's much easier to accomplish tasks when your work area is clean and organized.
- Learn to negotiate: If you have more work than you can handle, talk with your supervisor. Work together to find a solution.
- Don't procrastinate: Keep organized and create achievable timelines to complete projects when due.
- Get enough sleep: Working long hours may seem like you're getting more done, but you are less efficient when you're tired.

If you do need to bring work home, limit your work on weekends, vacations and holidays. When traveling with your job, stay connected with your family by phoning home or leaving special notes.

Family time can be achieved in a similar way. Remember, especially with children, that your active involvement in your family contributes to its strength and stability. Take the time to transition yourself from work to home by mentally changing gears. Listen to your favorite music and let yourself unwind. Greet your family with a hug and kiss and share something good about your day. Your attitude means a world of difference to your family. Also:

- Prioritize. Remember what is important to you and use those values to determine what to put on the back burner.
- Take breaks. Plan fun time with your family. Play, exercise and laugh together.
- Delegate. Divide household chores so each family member can be involved.
- Learn to say “No” to other obligations that may encroach on your family time.
- Let your loved ones know that you value your time with them. Remember, quality of time rather than quantity of time makes a difference.

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