



'WORK/LIFE BALANCE – TIPS'

- 1) Remember to value yourself and your time.
- 2) Treat yourself as you would treat a best friend.
- 3) Saying 'no' to a request that you do not really want to fulfil is effectively saying yes to you!
- 4) People will not think any worse of you because you said 'no'.
- 5) Consider the activities that you enjoy and make time for them – you will find that you will work more efficiently as a result, as well as being happier!
- 6) Try to create clearly defined goals, in all areas of life.
- 7) Create weekly and daily 'to do' lists.
- 8) Set up a prioritisation system so that the 'important' tasks are done, not just the 'urgent' ones - like emails/phone calls etc.
- 9) Be realistic as to how much time a task will take and how much time you have available to do it!
- 10) Try to do the less enjoyable tasks early on in the day – then you don't have to think about them again!