

Wellmark Healthy Conversations - Aug 2018

Finding a work-life balance

Strategies to help keep life in check

Finding and maintaining a healthy work-life balance might seem like a lofty goal, but it's entirely possible. The first step is to take time for yourself. Finding little moments for you not only benefits your emotional and mental well-being, but everyone around you as well. Think about it. Are you too tired at the end of the day to spend time with your friends or family? Do you come home already in a bad mood? The people around us feel this negativity and it can take a toll on our relationships.

If you're looking for a little more balance in your life, try incorporating these simple tips into your everyday routine:

- **Set realistic goals.** Whether at home or at work, when you finish something on time, it creates a sense of accomplishment that carries into other aspects of life. Setting realistic goals helps avoid feeling burnt out or guilty that you didn't get something done.
- **Learn to say no.** While it's good to say yes to new opportunities, there is a time and a place to say no. If you're feeling overwhelmed, live by this simple rule: If you don't want to go, and you can afford not to go, then don't go. Taking time for yourself is essential to finding happiness in and out of the workplace. Know the amount of commitments you can handle, and confidently advocate for yourself.
- **Take small breaks.** Stepping away from a project is known to improve productivity. If you're feeling drained, it can be difficult to create quality work. Taking short, five-minute breaks can improve your performance and help relieve stress.
- **Unplug.** Does social media stress you out when you're trying to unwind? Delete social media from your phone and see how you feel at the end of the week. Unplugging can be difficult and requires some adjustment, but it allows you to live life with less stress and fewer distractions.
- **Meditation is a must.** Meditation is one of the most powerful ways to naturally reduce anxiety and stress. Research suggests that regularly practicing focus and deep breathing techniques can drastically improve your mood, brain function and even help lower blood pressure. The longer the session the better, but five minutes is all you need to alleviate significant stress.

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