

# Tip sheet: Five Ways to Restore Balance in Your Life

Restoring balance to your life can help improve your mental wellbeing. Here are several ways to help you bring your work and life into balance. The key is changing your attitudes about what you can, and should, accomplish at work.

## Stop trying to please everyone

Don't fall victim to trying to please everyone. You'll be ineffective in work-life balance and managing your time effectively. People who try to please everyone become stuck in a place where they agree to everything without giving consideration to what is most important or what is the best use of their time. When you try to please everyone, the one person who doesn't get pleased is yourself.

## Be true to yourself

Many executives believe respect comes from how much they do and how well they do it. However, an equally important element of respect is integrity, and integrity requires being true to yourself. When you are overworked, isn't it better for you to try and rebalance your schedule or delegate more often? There is a truth that always exists within your work, which is the need to do what is right for you and your mental health, which in turn will help you better serve the company and prevent job burnout.

## Set boundaries

Boundaries are essential to restoring a work-life balance. Perhaps you've established a personal rule that you will never work through lunch, not work past a certain time, not get to the office before a certain time or not work on weekends. Obviously, there are exceptions to the rule, but that's what they are—exceptions, not everyday occurrences. Setting boundaries will help you have a work-life balance that provides you enjoyment, peace and fulfillment in your life.

## Learn to under promise

Allow yourself to do less than you think you can do. If you think it will take an hour to do something, give yourself an hour and a half. You'll be less inclined to feel guilty when you lower your expectations and are more likely to meet your goals, since you aren't under as much pressure and stress.

## Stop feeling guilty

It's okay to have a life away from the office. It's not a crime to turn off your cell phone or not respond to e-mail when you're on vacation. That's why they call it a vacation. Fiercely protect your days off and relish all of the time entitled to you. You'll not only restore balance to your life and relieve stress, but you'll also live longer. Studies have shown that people who take vacations have fewer health risks than those who do not.

By implementing these five suggestions, you'll soon see a decrease in your stress levels and an increase in the quality of your work.

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