

How to Maintain Work-Life Balance

1

Have Set Boundaries

Be transparent about your availability. Limit your email access outside of working hours and resist the urge to complete things in your off time.

2

Take Breaks

Staring at your computer or paperwork all day is exhausting to the mind. A quick five minute break can refresh your body and mind, making you more productive when you are working.

3

Practice Good Time Management

Using strategies like time blocking and delegation can lead to overall better time management. The better you manage the time, the more balanced your work and personal life can be!