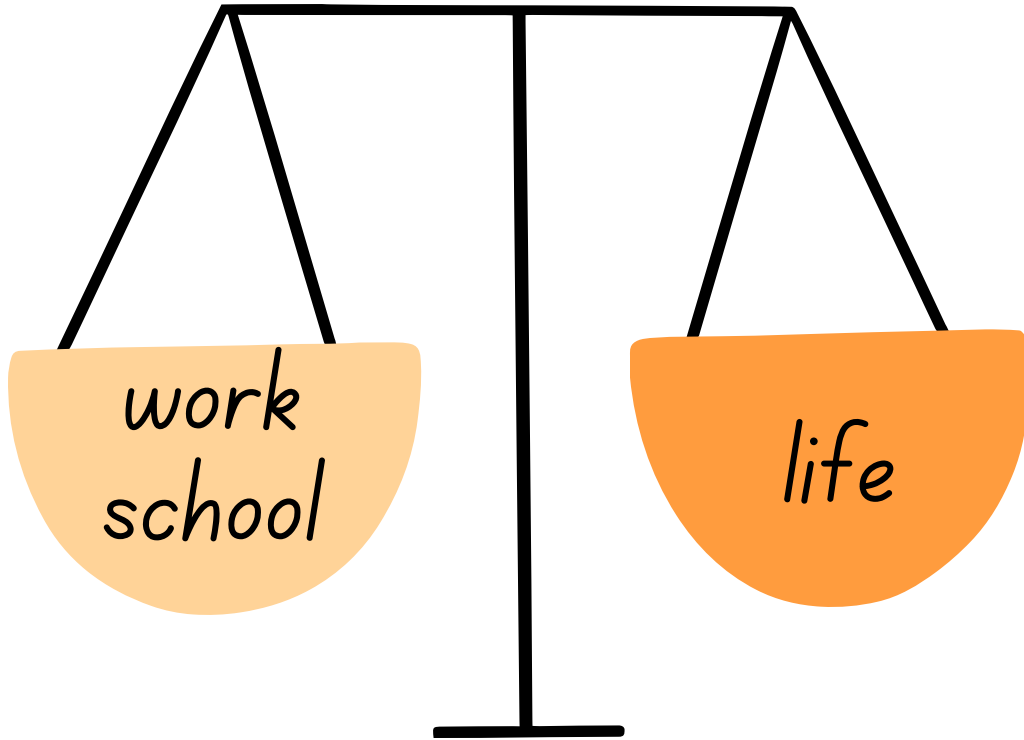


# WORK / LIFE BALANCE



*How do you balance these two things?*

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# How To Achieve A Work / Life Balance



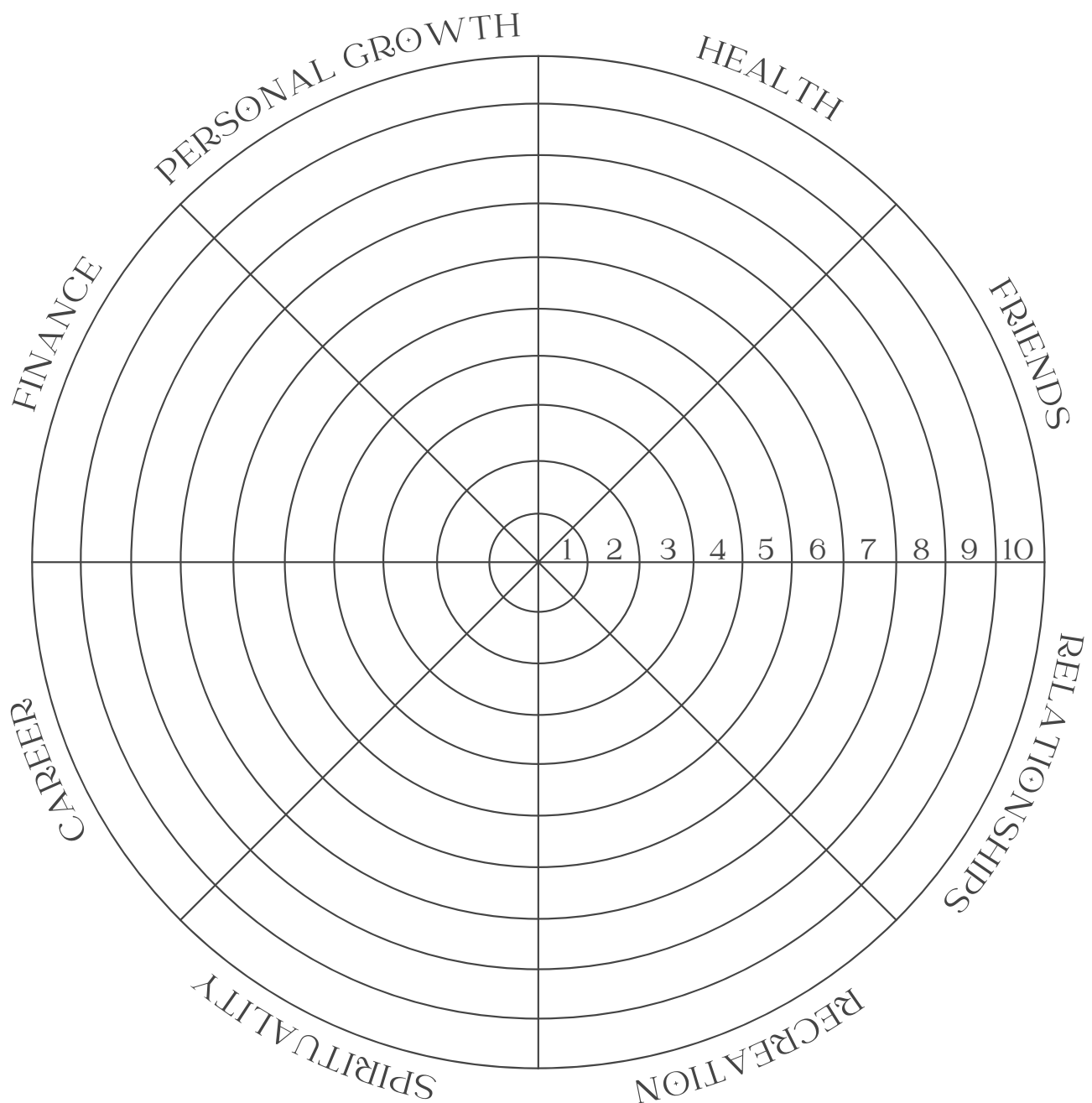
**WORK**

**LIFE**



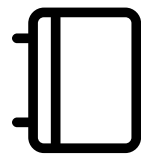
# A BALANCED LIFE

THE WHEEL OF LIFE IS A GREAT TOOL THAT HELPS YOU BETTER UNDERSTAND WHAT YOU CAN DO TO MAKE YOUR LIFE MORE BALANCED. THINK ABOUT THE 8 LIFE CATEGORIES BELOW, AND RATE THEM FROM 1 - 10.





# WHAT IS A HEALTHY WORK/LIFE BALANCE?



## SCHEDULE YOUR ACTIVITIES

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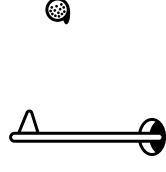
If you struggle to get everything done in a day, make a preliminary schedule with which you can strategically complete tasks.



## STICK TO YOUR SET WORK HOURS

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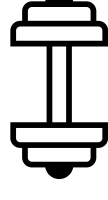
Don't overdo it in work; if you are strict with your work hours, you will be more effective in work. Staying late limits productivity.



## PRIORITIZE PERSONAL ENDEAVORS

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Make sure that you do what's important to you, and not let work get in the way. This will help you not feel resentful towards yourself and work.



## EXERCISE REGULARLY

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Exercise is vital to one's vitality. If you think you don't have time, you do: just read this infographic again. Prioritize your health above all else.



## MEET OTHERS HALFWAY

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Don't lose a limb because you gave in to others. Compromise, and your life will be a lot easier. Carrying the full weight of a burden is not in one's best interests.



## KEEP YOUR WORK EMAIL OFF YOUR PHONE

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This is a tough one; it is, however, very rewarding. Don't allow work to creep into your personal life. If you truly want them separate, leave it in work.



## DO WHAT YOU LOVE

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No one else has your interests in mind more than you do. Make sure you're always doing what it is that's important to you, no matter what.



## PUT YOURSELF FIRST

oooooooooooooooooooo

Your company puts itself first. Likewise, you should do the same for yourself. Make sure that you always do what it most important to you before all else.