

Work-Life Balance For Employees

I have work-life balance if,

- I can fulfill my multiple responsibilities at work and at home
- I feel in control of my life
- I feel the decisions I make are good choices, not sacrifices

My work and life are *out of balance* when,

- My work-life and home-life interfere with each other
- I am tired, stressed and /or unwell
- I feel I have no choices or control - it feels like life is happening to me

What can cause work and life to be out of balance?

- tight deadlines at work or home
- long hours of work
- uncertainty of future employment
- travel and commuting time
- child/elder care responsibilities
- multiple roles at work, at home and in my community
- information/technology overload

Tips for Achieving Work-Life Balance

Invest in your own physical and mental health

- Be more physically active; even short walking breaks or activities for 10 minutes or more can help you feel better.
- If you sit for long periods of time or work at a computer take 5 minute work breaks each hour. (eg. stand-up and do some filing, make some telephone calls or deliver some resources).
- On scheduled breaks, try to go outside and walk or do some stretches.
- Learn about eating well with Canada's Food Guide and choose healthier options.
- Understand what causes stress for you and learn some healthy ways to relieve your stress.
- Talk to someone you trust.
- Try to do something for yourself every day.
- Create and use a household financial budget.
- Identify what is a stress-reliever for you and then DO IT.

Work hard at work and then leave work at work

- At work, only answer e-mail once or twice a day. Always interrupting your regular work to answer e-mail disturbs your thought processes and stifles creativity.
- When you leave work, turn off your work e-mail and cell phone unless it is your turn to be on-call.

Start today – talk with your managers and leaders about how work affects everyone’s lives.

- Open communication in the workplace helps to recognize potential problems early before they create more stress.
- Open communication leads to innovative solutions for everyone.

Learn to recognize when work and life are out of balance – know where to go for support

- Talk to a trusted person at work
- Investigate other work options that might be available, for example: flexible hours, job-sharing, working from home (telecommuting), compressed work week, part-time
- Be familiar with the support services from your employer’s Employee Assistance Plan (EAP) and the benefits provider.

Information adapted from....

Canadian Mental Health Association; Work Life Balance: Make It your Business
http://www.cmha.ca/mental_health/work-life-balance-make-it-your-business/

Canadian Centre for Occupational Health and Safety; Work/Life Balance
http://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html

Middlesex London Health Unit Healthy Workplace program
<https://www.healthunit.com/workplace-health>

For more information, contact:

Middlesex London Health Unit, Health at Work 4 All! program coordinator at 519-663-5317 ext. 3333