

Worklife Services Newsletter



Balancing Roles

Life today is complicated. Most Americans are pulled in multiple directions every day by commitments to their families, workplaces and communities.

Many people have responded to the pressures of modern life by seeking ways to consciously simplify their routines and attitudes at home and work.

"The goal of living a more simple life isn't to arrive at a static point in your life but to become skilled at balancing your personal relationships, workplace issues, finances and other demands," says Heather G. Mitchener, coauthor of *The 50 Best Ways to Simplify Your Life*.

Live in the moment

One way to simplify your life is to practice mindfulness -- to slow down and recognize and appreciate the simple things in life. To be mindful instead of mindless, stay in the moment and be conscious of what you're doing. Don't think ahead or look back.

A good way to practice being in the moment is to follow your breath, a technique that doesn't require any special training or self-consciousness.

To breathe mindfully, take notice of your breaths and try to make them as calm and even as possible. Pay attention to each breath, letting thoughts fall away.

Slow down

If you feel like you have too much information in your life, stop subscriptions to magazines, newspapers or e-mail newsletters you rarely have time to read. Leave the radio and TV off unless you're really listening to something that matters to you. Turn off your cell phone unless you're making a call or waiting for one that's important.

To reduce the amount of "stuff" in your home, ask yourself these questions before you buy something: Do I really need it? How often will I wear or use it? Where will I store it? Is there a reason why I must buy it?

Get organized

Begin by sizing up the problem areas in your home or

workplace and making a plan of attack. If you're easily discouraged, start small.

Learn to focus at work. Multitasking can be an asset, but often the lack of focus it requires means you actually get less done in a day, or less done well. To increase your focus and break free from distractions:

- ✚ Begin each day by setting priorities on what you want to accomplish.
- ✚ Check e-mail at set times, rather than letting each new message interrupt you.
- ✚ Set aside a time to retrieve voice mail and return calls.
- ✚ Keep a calendar of your deadlines and obligations.



Among the essential ingredients of a balanced life are meaningful activity, physical and mental health, satisfying relationships and peace of mind. To achieve that balance, you must successfully juggle the demands of your work, personal life, family and relationships.

Professional balance * List your daily goals.

- ✚ Determine your top priorities to plan your day.

Personal balance

The greatest challenge for many of us is to carve out time for ourselves despite the unceasing demands of work, family and relationships – Make the time to do so.

When setting your goals for the day, ask yourself, 'If only one thing could be done today, which activity would it be?' The answer should be your top priority, and balance that with a personal reward such as exercise, time with a friend or loved one.

