

Balancing Work and Family



It's not easy to keep up with the demands of work and family and to find time for yourself. The price we pay for working too much and taking too little personal time is devastating. Life seems out of control; peace of mind is a foreign concept. Our bodies look and feel like a bundle of worn out rags. The key is to develop creative solutions to the life, work and home challenges.

Allow at Least 30 Minutes Each Day for Yourself.

- ◆ Exercise (take a walk).
- ◆ Review uplifting material.
- ◆ Spend time with someone special.
- ◆ Work on an art project or hobby.

Evaluate Your Life

- ◆ Clarify values.
- ◆ Set realistic goals & expectations.
- ◆ You can't do everything, delegate responsibilities.
- ◆ Set priorities & manage time.

Plan & Communicate

- ◆ Hold family meetings.
- ◆ Keep weekly or monthly schedules.
- ◆ Be flexible.
- ◆ Do an honest days work and leave your work at your job.

- ◆ Choose your activities wisely. It is ok to say no.
- ◆ Keep a sense of humor.
- ◆ Remember that effective management is an evolving process.
- ◆ Remember: you can't control everything.

Avoid the Morning Rush

- ◆ Check the family calendar.
- ◆ Have the children make their lunch the night before.
- ◆ Make clothing choices a day earlier.
- ◆ Place all items you need in one familiar location.

- ◆ Encourage your spouse to share in the morning tasks.
- ◆ Start going to bed earlier.
- ◆ Pull yourself from your pillow at least 1-1/2 hours prior to leaving for work.
- ◆ Rise first and dress before waking others.
- ◆ Take time for breakfast.
- ◆ Reward yourself for getting to work on time.

Develop a Transition Ritual

It can take time to shift gears from work to family. Establish a ritual that helps to mark the end of the workday and the beginning of family time. Use the commute home to listen to music or a book on tape to unwind. When you get home, change clothes before sharing time with family--this lets them know your time is now for them.

Share the Responsibilities

- ◆ Don't try to do every little chore in one evening, set small-prioritized chores.
- ◆ Delegate with age factor in mind.
- ◆ Do two things at once, such as fold laundry while watching a TV show.
- ◆ Be flexible, what works one week may not work the next.
- ◆ Set aside one night a week for family night.
- ◆ Take turns choosing a fun activity.

*"Your family and your love must be cultivated like a garden.
Time, effort, and imagination must be summoned constantly
to keep any relationship flourishing and growing."*

~Kim Rohn

For more information contact your Employee Assistance Program at 800-862-3398