



GuidanceResources®

Tips for Better Work-Life Balance

Feeling pulled in too many directions at once? Never have enough time to accomplish everything on your to-do list? You may need to improve your work-life balance.

The following suggestions can help:

- **Delegate tasks.** Do not be afraid to ask for help or to delegate responsibilities, both at work and at home. Sometimes the best way to get things done is to bring in outside help.
- **Set priorities and limits.** Consider what is really important to you and what you value most in life. Once you identify your priorities, it will be easier for you to make decisions about how best to allocate your time. Focus on the big picture instead of on the small details, and keep in mind that you may still need to make sacrifices along the way.
- **Stay flexible.** When juggling different roles and commitments, plans can change very quickly. Staying flexible and keeping a sense of humor can ease the stress associated with changing demands.

Talk to your manager. Often, they have been in the same situation and can offer the best advice for dealing with it.

- **Discuss alternate work options.** Many companies are realizing the value of work-life balance and have created flexible work arrangements. Talk about options that may be available to you.
- **Build a support network.** We all need someone to have our backs. Cultivate friends and maintain family ties. They can help shoulder some of the load.

Too many tasks and not enough time? Talk to your Employee Assistance Program. We offer the guidance, tools and resources you need to stay on top of even your busiest days.

COMPSYCH®

24/7 Live Assistance

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