



If you're feeling overwhelmed or unsure about how to allocate your time effectively, it's a good idea to chat to your partner, a trusted friend, a mental health first aide or Manager.

Making an appointment with your GP or a Counsellor through EAP can also be a positive step. Sometimes another's perspective gives you fresh insight. Chat about the life areas that you feel you're neglecting or over-investing in.

## Personal Management Strategies

### Values

Having a balanced life that brings you satisfaction is about taking action that's in line with your values. Knowing your values sets an internal compass which helps you to allocate your time on the things that are genuinely important to you.

Questions you might want to ask yourself are things like:

- What kind of person do I want to be?
- What things do I truly stand for?
- What makes me happy?

Some common values are health, financial security, connection with loved ones and growth; what are yours? Consider giving some time to assess your values – work out your top three or four. You may wish to do this in a relaxed and quiet setting. Keep a notebook in hand to jot down thoughts that come to mind.

### Effective time management

After assessing your values, it's worthwhile to carefully examine how you spend your time. Sometimes we're not aware of it, but our everyday habits can take us away from what's truly important. An easy and practical exercise is to work out, "in a perfect world", what percentage of the week you would spend on the following areas:

- Family
- Work
- Health and wellbeing
- Leisure

Now keep track of how you're actually spending your time. Use a notebook each day for a week to record how long you spend on tasks or activities. Is your time-spend very different from your "ideal world" scenario? If so, your time management skills may need improving.

Think about using the following tools to give structure to your day:

- Daily/weekly planners
- Prioritised lists that rank tasks in terms of their importance and urgency
- Calendars

## **Goals**

Setting specific short-term and longer term goals in line with our values is another way to maintain work-life balance and keep us focused on what brings us true contentment. Goals keep us motivated and break down tasks and projects into manageable steps. Just make sure your goals are SMART:

- Specific
- Measurable (you need to be able to monitor your progress)
- Attractive (you have to feel inspired by the goal)
- Realistic (do you have the means to actually achieve it?)
- Time-framed (when will you aim to achieve it?)