Ways to Improve Our Work-Life Balance

Work-life balance is the state of equilibrium where a person equally prioritizes the demands of one's career and the demands of one's personal life. (Sanfilippo,2021)

The key to balancing work and your personal life is planning by coming up with the best schedule that can help you to commit to your goal and to achieve it.

Here are some simple ways that can be applied to improve work-life balance:

1. **Setting priorities:** Your main priority should be your overall physical, emotional and mental health. Overworking might prevent you from maintaining your overall wellness, possibly causing you to take more days off from work in the future.
2. **Making time for yourself:** While your job is important, it shouldn't be your entire life. You should prioritize the activities or hobbies that make you happy. Having a hobby encourages you to take some time for yourself even if you have a busy schedule. A good work-life balance is not only limited to giving importance to work and family. It's also about giving importance to the things that one loves doing on a personal level.
3. **Making time for your loved ones**: Plan to spend quality time with your family and loved ones. Doing an activity, you enjoy doing together will make everyone happy and will motivate you to be more efficient at work, giving you something to look forward to after your working hours.
4. **Proper planning at work**: Plan your daily schedule and the day-to-day activities at work, that will help you prioritize your actions following the importance of a task. Adhering to a well-laid plan also helps save time at work, allowing you to focus on things other than work, or to take time to do something you enjoy.
5. **Take a short break between work:** Taking time off in between work helps in dealing with stress. The human body is not designed to endure long hours at a go. Physical movements like a light walk, or some desk exercises, can be helpful. Short breaks will help you recover from fatigue and enhance agility at work.
6. **Take time to unplug and time off:** Unplugging can mean something simple like practicing transit meditation on your daily commute, instead of checking work emails. (Sanfilippo,2021). Taking vacation time and shutting work completely off for a while will also be beneficial for your mental health.
7. **Focus on physical health:** It isn't easy to maintain an active lifestyle or find time to visit the gym with a busy schedule, take advantage of having a gym at the office building. Working out regularly, even for 30 minutes a day during your lunch break or before/after work would help not only your physical health but also your mental health and work-exercise balance.

Finally, Balance is not better time management, but better boundary management. Balance means making choices and enjoying those choices."– *Betsy Jacobson*

Cited works:

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