



7 Tips for Work-Life Balance

1. **Get ample sleep:** Sleep is the body's time to repair and rejuvenate. If you skimp on sleep, you create stress on the body, which negatively impacts your nervous system. 7-9 hours is appropriate for most adults. Listen to your body and honor what it needs.
2. **Make time for mealtimes:** Breakfast, lunch and dinner are your fuel! Therefore, make time for each. If for some reason you're having an extra busy day, have protein bars on hand to take with you on the go.
3. **Hydrate:** Water is essential for optimal cognitive function and energy. Just slight dehydration can cause lack of concentration, memory lapse and fatigue. Aim for half your body weight in ounces of pH-balanced water daily. Try carrying a portable container of water with you at all times, for convenient access to water throughout the day.
4. **Get movement every day:** Movement creates plasticity and oxygen flow, both of which can help you better manage your day. You don't need to go to the gym for an hour. Focus on short exercises throughout the day. Do a 60-second plank or wall-sit, do some lunges or arm circles, or go for a quick walk. Do some stretching while on a conference call. Small strides yield great results!
5. **Avoid overcommitting:** In the quest to be successful, it can be easy to overcommit, creating chaos where there shouldn't be. A good way to determine if you are overcommitting is to ask yourself whether you are able to manage tips 1-7 above. The second question to ask is whether you feel stressed in trying to meet your commitments. If you are stressed out and unable to take care of your personal needs, you are likely overcommitting. If this is the case, find at least one area where you can cut back and learn to fill that space with attending to your personal needs.
6. **Set reminders:** Just like you use reminders for meetings, you may also need to do the same for personal time...go for a walk, exercise, meditate, etc. Scheduling time in your calendar and setting reminders helps keep you on track to taking care of your mind, body and soul.
7. **Don't sweat the small stuff:** Life is too short to worry about things you can't control or don't really matter in the big picture of life. Ask yourself, "Will this matter a week, month or year from now?" If the answer is "No," let it go and focus on what is truly important to you. Letting go of things that don't really matter in the grand scheme of life will help you make room for better things to come into your path, leading to better health and happiness overall.

