

# 10 tips for a better work-life balance

Whoever you are and whatever you do, knowing how to balance your time and energy between work and home is vital for your wellbeing.



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## Learn how to say no

Your personal time is important and if you don't respect it, neither will your colleagues. If you feel like work demands are impinging on your own time, be bold and say no.

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## Step away from the emails

You've finished for the day. Your phone is buzzing. It's tempting to look, but it's a rabbit hole you're about to get lost down. Turn it off and remember it'll still be there in the morning.



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## Work smarter, not longer

Being present for long hours says nothing about how good at your job you are. Apply yourself, be efficient, but know that presenteeism helps no-one.

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## Take breaks

In some work cultures, taking a break is seen as slacking. Go against the grain and take your legally-entitled break. You could even be a complete maverick and go for a nice walk.



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## Enjoy work, in moderation

We all aim to love what we do, but recognise when you've become addicted to the adrenaline rush. Work can go wrong. Don't be so obsessed that it affects your self-worth.

# The amount of free overtime put in by UK workers was worth £31 billion in 2017

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## There's always time for a holiday

If you work a 5-day week, you're legally entitled to take time off - and you shouldn't have to feel guilty about it. Go grab a cocktail, find a hammock and relax for a few days.



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## If needed, ask for flexibility

If you have personal commitments you think you could work around your job with a few tweaks - talk about flexible working. You could save yourself a lot of stress.

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## Stop. Breathe. Be mindful

The commute, the office, the meetings, the rush. It can be overwhelming. Take a moment every day to appreciate life. Really notice your surroundings and how you feel.



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## Make time for family, friends and hobbies

Over time it's easy to neglect life for work, and without realising it friends drop away and interests fade until all that's left is work. Make sure you set aside time for life's passions.

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## Be an example

Recognise the dangers of work burn-out and help develop a positive, balanced culture in your workplace by sharing information and leading by example.



In the past year, 74% of people have felt so stressed they have been overwhelmed or unable to cope. We spend one third of our lives at work. The environments we work in should be healthy and supportive.

Find out more about healthy workplaces at [posturite.co.uk](http://posturite.co.uk)