

5 Tips to Encourage Work-Life Balance at Your Company

When you have a supportive work atmosphere, you get people who have a better work/life balance – and as a result, are more productive.

But what can you do? Try these 5 tips:

1. Survey people to learn their needs.

Form a work-life committee to gather information on which flexibility needs your coworkers want and report the findings. Whether they're dealing with childcare or continuing education, you can help give management a better grasp on what you all need.

2. Take suggestions under advisement.

When people's personal needs are met, they're able to concentrate better and be more efficient. Start by asking for one reasonable request - for example, staggering the start and end of workdays. After the company familiarizes itself with flexible schedules, tackle a new need.

3. Make sure desires match positions.

People need to be happy with their work. Do you know someone in accounting who would rather be doing more creative work? Encourage him to try a project in that department! The entire company will benefit by having a happier and more productive individual.

4. Recognize signs of burnout.

Do you work with someone who always seems tired, overreacts to minor problems, and has diminishing productivity? Gently broach the subject. She may need to schedule a vacation, or she may need to switch jobs.

5. Set a good example.

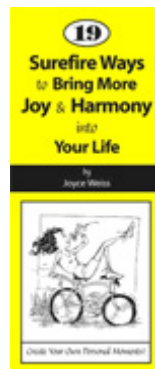
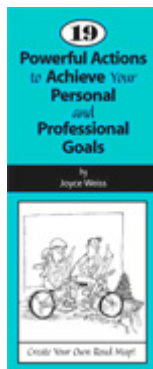
If you occasionally need to take time out of your workday to attend to personal obligations, don't hide it - you're actually setting a good example! There'll always be projects that compete for your time, but realize that some personal obligations need to take priority.

When your work environment allows people to accomplish both their personal and professional goals, you'll be rewarded with loyal, happy employees and coworkers ... and increased productivity. Start setting yourself apart from the competition today!

Joyce Weiss, author of *Full Speed Ahead* and *Take the Ride of Your Life!*, is a world renowned certified speaker professional, executive coach, and facilitator on employee performance and group dynamics. She's motivated more than 50,000 people in over 500 businesses, captivated countless listeners on radio talk shows, and written for hundreds of publications.

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