

6 Tips for a Better Work-Life Balance - Part 2

How can you achieve better balance in your life? Last time we went over these tips:

Tip One: Search out a flexible employer.

Tip Two: Ask and you shall receive (maybe).

Tip Three: Form a work-life balance committee.

Let's keep going!

Tip Four: Schedule 'me' time.

If it's important to you to do a thirty-minute workout three times a week, mark it with permanent marker on your calendar.

There'll always be some 'more important' work projects that compete for your time, but you need to realize that your personal commitments are just as valuable.

Tip Five: Realize a temporary lack of balance is acceptable.

Sometimes, you may feel your life is out of balance. Sometimes it's worth it, like when you go back to school or take the time to care for a child or parent.

If the benefit is bigger than the drawback, then accept it – because you have a new important, temporary priority. In time, you can shift back to a better balance with a new sense of accomplishment.

Tip Six: Recognize the signs of burnout.

When life remains out of balance for an extended period of time, you can suffer from burnout. Are you as tired when you wake up as you were when you went to bed? Do the little pleasures of life fail to satisfy you? Is your productivity waning?

Refresh yourself! It could be something as simple as taking a weekend vacation ... or as major as changing careers. The first step is recognizing it, so you can put your life back in balance.

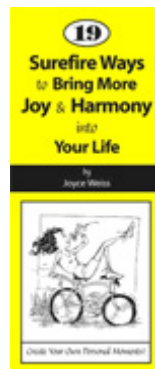
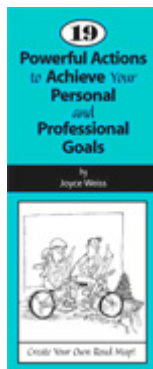
Reap the rewards of a balanced life today!

Determine what your personal and professional needs are and decide if your workplace is meeting them. If it's not a match, then review the six tips and make the necessary changes. When all the puzzle pieces of life fit together, you will be a better friend, parent, employee ... and person.

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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