

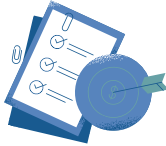
# 6 WORK LIFE BALANCE TIPS

*at work and at home tips to help you prioritize your wellbeing.*

## AT WORK

### SET MANAGEABLE GOALS EACH DAY

Being able to meet priorities helps us feel a sense of accomplishment and control.



### TAKE FIVE

Small breaks at work will help clear your head, and improve your ability to deal with stress and make good decisions when you jump back into it.



### COMMUNICATE EFFECTIVELY

If you feel overwhelmed by situations, tell your boss. But don't just complain—suggest practical alternatives.



## AT HOME

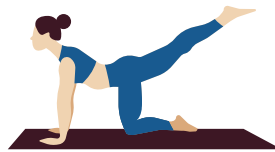
### UNPLUG!

Allow there to be time where you "unplug" from your work responsibilities, and recognize that there is a need for personal time, too.



### STAY ACTIVE

regular exercise reduces stress, depression and anxiety, and enables people to better cope with adversity, according to researchers.



### GET HELP IF YOU NEED IT

If you are persistently overwhelmed, it may be time to seek help from a mental health professional. Asking for help is not a sign of weakness—taking care of yourself is a sign of strength.

