



## Strategies for Attaining Work/Life Balance

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**Work/Life balance is rarely 50/50 – life roles and responsibilities shift as we enter different life stages.**

- Role examples: Young mother, worker, leader, aspiring author, retiree, partner, daughter, caregiver, athlete, hiker, dancer, coach, volunteer, and granddaughter.

### **Why is work/life balance important?**

- If we try and fulfill every role without prioritizing, burnout can result. Often, we prioritize our jobs, children and others before ourselves.

### **Signs of burnout**

- Guilt, irritation, relationship stress, dropping things from life that you previously enjoyed, Sunday scaries (anxiety/rumination), physical symptoms (headaches, stomach problems, etc.)

### **Strategies for prioritizing time and responsibilities**

1. **Track your Time:** Use an app like toggl, a spreadsheet, or paper & pen to track how much time you spend on work, parental roles, hobbies, time for yourself, etc.
2. **Value & Prioritize your Time:** Write down your values and what is important to you right now, at this stage in your life. Are you spending your time according to these values?
3. **Adjust:** If your time tracker does not align with your values and priorities, make some changes.
  - **Drop it:** Say no – be positive, clear and offer an alternative
  - **Delegate:** Help someone else grow at work and at home
  - **Defer:** Prioritize based on importance and urgency

### **Setting Boundaries**

- Use a calendar for work, home, relaxation time, exercise, etc. and stick to it
- Communicate your boundaries to your boss, colleagues and family members up front
- Respect others' boundaries encourages the same from them