

## Work Life Balance and Avoiding Burnout Tips

by Winnie da Silva

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- Prioritize the Non-Negotiables
  - Sleep: get 7-8 hours: you'll be a better human being
  - Exercise: even a short 20-minute walk will do wonders for your mind and spirit
  - Healthy Eating: eat a balanced diet with lots of veggies and fruits, limit dessert and junk food
- Your Schedule
  - Be realistic about what you can accomplish in a day. Start the day (or night before) thinking about the 1-3 things you MUST get done. Use Covey's guide to determine what's urgent vs. important when you plan your day and week.
  - Work with your spouse/partner each week to align on the schedule and share the workload
  - Follow a routine; experiment with what works best and don't be too hard on yourself if things end up changing and you need to be flexible
  - Build in breaks throughout the day – avoid back-to-back Zoom calls all day
  - Protect your weekends
- Create Transition Rituals
  - Power down (!) your computer when the day is done
  - Write down what you've accomplished and what needs to get moved to tomorrow
  - Plan something fun to do after work or on the weekends so you can look forward to doing something after work
- Lean on Your Team and Community
  - Delegate to your team where appropriate
  - Ask people to hold you accountable to staying balanced
  - Schedule some social time: chat with a favorite friend or have virtual drinks
- Other Mental Health Ideas
  - Journal
  - Meditation / Prayer
  - Get outside only if you can and if you think it's safe (mask, 6 feet apart, etc.)
  - Find things you enjoy doing and do them!
    - A hobby, run, read, call a friend, take a bath, bake cookies, etc.
  - Do something that is hopeful and creative
    - Plant a window box of flowers, make some décor changes, buy some new makeup, etc.

## Apps and Resources

Shared by the NEXT Women Community

- [Heart Math](#)
- [Calm](#)
- [Insight Timer](#)
- [Shine Text](#)
- [Chair Yoga](#)
- [5 Minute Yoga](#)
- [Down Dog](#)
- [Bliss](#)