

Momentum

Manage your work, manage your life



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Identify your priorities

- ✓ Write down what you value most, and post the list where you'll regularly see it. Communicate it to others. You deserve to feel balanced and fulfilled.
- ✓ Identify what's missing in your personal life—whether it's family time, creative time or personal improvement. Vow to start spending more time on what's important.
- ✓ Begin to weed out activities and requests for your time that don't fit. Remember that it's fine to say "no" in a thoughtful and gracious way.

Work-life balance is possible

Sometimes, achieving "work-life balance" seems about as easy as finding gold at the end of a rainbow. Stress from many directions can often make things seem out of control. However, taking a fresh look at balance might give you ideas for making small, practical, positive changes.

The stresses of our daily commutes and long workday hours—often taking work home with us—plus responsibilities at home, can often feel overwhelming. Sometimes there just aren't enough hours in the day!

In this Momentum issue, we explore strategies to help you achieve better balance.

- Start by insisting on enjoyment in life. While most people are quite familiar with achievement and service to others, not everyone believes they're entitled to joy.
- If you determine that you're not enjoying much of your life, set some new goals, make a plan for change and proceed gradually.
- Remember that work-life balance is a daily pursuit. Some days, things will fall together, while other days, things will be chaotic, tiring and uninspiring. Just get some rest, recharge and try again tomorrow.

Schedule and stick to the activities you've planned in your personal life just as you do those at work. Whether it's hikes with the kids, hobby time, travel or exercise, time for you is important!



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Work-life balance tips

While “balance” means something different to everyone, consider these ideas for healthy change.

- Establish a block of hours on evenings and weekends during which you turn off notifications on your electronic devices and don't respond to every text, email and social media post. Strive to be truly present with your loved ones.
- Talk with others, including your supervisor, about what will help you to work in a healthier manner. Perhaps you need to leave work at a certain time each day to pick up a family member, or you'd like a bit more midday time to attend an exercise class. Discuss practical solutions.
- You'll find more time if you let go of non-priority chores, particularly during stressful times. Does your house always need to be squeaky clean? Must your lawn or garden be the neighborhood's finest? Stick with what's important.
- Keep in mind you can still be highly productive while setting a limit on your work hours by cutting down on distractions, prioritizing tasks and working with others.

Staying healthy supports your balance



Maintain self-care

Even during times of stress, don't skip meals or fall back on junk food. A well-balanced, nutrient-dense diet of carbohydrates, proteins, vitamins and minerals will boost your immune system, energy levels and mood. Be sure to prioritize adequate sleep. During the workday, take breaks to stand up, stretch, breathe deeply and shake off tension.



Keep moving

Exercising regularly is one of the best ways to stay balanced and manage stress. Working out helps you detach from the job, and it boosts your energy, alertness and stamina. Though you might sometimes feel too tired and/or unmotivated to begin your exercises, just get started—they'll refresh you!



Get help when needed

Remember that your program is in place to help you and your household members achieve balanced, healthy lives. Options available through your program include coaching to help you achieve your goals, counseling to help you work through any challenges and online programs to help with insomnia, anxiety, substance misuse and more.

Additional sources: Family Living Today, NowSourcing, Entrepreneur, Tufts.edu.



Webinar— On Wednesday, October 10, join our work-life balance webinar: *Work and Personal Life—Setting Goals to be Effective in Multiple Areas of Your Life*. Register [here](#).