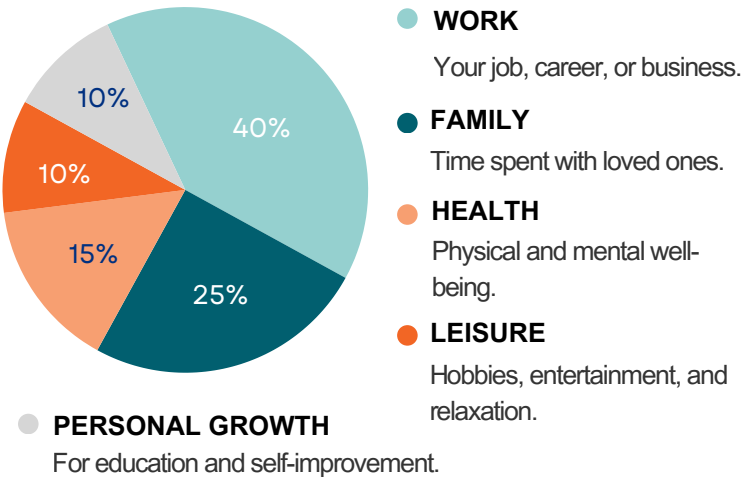


Setting the Foundation of Balance

Work-life balance isn't about equally splitting time between work and personal life; it's about finding harmony that brings fulfillment in both.

01 HOW YOU SHOULD SPEND YOUR TIME

There's no one-size-fits-all recommendation for how to divide time across different life aspects. However, a common guideline could be:



72% of people say that **work-life balance** is something they consider while looking for a job.

02 HOW TO KNOW YOU'RE OFF BALANCE

Work-life balance can be tricky, and sometimes things tip too far. Spotting the signs is key to regaining control.

Physical & Emotional	Fatigue, stress, or health issues.	Focus on rest and stress management.
Work Signs	Working late or feeling unfulfilled.	Set work boundaries at work.
Personal Life	Less time for loved ones.	Prioritize family time and delegate tasks.

“ The key is not to prioritize what's on your schedule, **but to schedule your priorities.** ”

03 IDENTIFY YOUR PRIORITIES



WRITE DOWN WHAT MATTERS MOST

List key areas like career, family, health, and hobbies to see what's important.

RANK YOUR LIST

Order items by importance to clearly see what you value most.



REFLECT AND ADJUST

Revisit and adjust the list regularly as your priorities evolve.

04 ASSESS YOUR PERSONAL VALUES AND GOALS

Values are core beliefs that guides us.

Goals are specific actions we take to live according to those values.

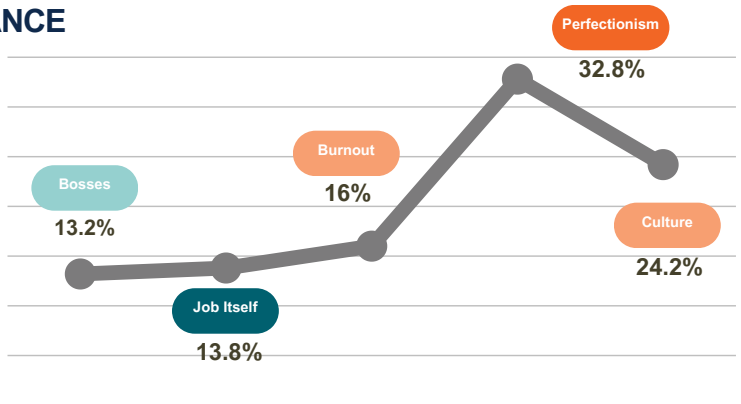
★ To assess your personal goals and values, reflect on moments when you felt most fulfilled with what matters to you.

★ Regularly revisit and adjust your goals to ensure they stay aligned with your evolving values and life circumstances.



TOP BARRIERS TO A HEALTHY WORK-LIFE BALANCE

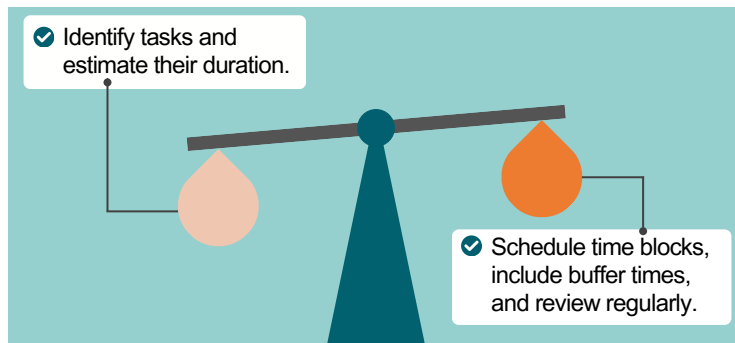
- ▶ Achieving a **healthy work-life balance** is often disrupted by both workplace challenges and personal habits that contribute to stress and reduce overall well-being.
- ▶ It's important to recognize these barriers early and take proactive steps to address them in order to maintain a balanced, fulfilling life.



Achieving work-life balance is essential for overall well-being and productivity. Here are four key strategies to help you manage your time, reduce stress, and create a fulfilling routine.

TIME-BLOCKING

Time-blocking is a scheduling method where you assign specific time slots to tasks. To achieve balance, make sure to:



DIGITAL DETOX

Constant notifications and emails can cause stress and disconnect.

A digital detox helps improve mental well-being, sleep, and relationships.

- ✓ Limit device usage to office hours only.
- ✓ Swap screen time for reading or hobbies.
- ✓ No devices in areas like the bedroom.
- ✓ Tell friends, family, and coworkers about your detox plan

LEARN TO SAY NO

The key is knowing when to use this powerful word. Here are some instances where saying "**No**" might be the best choice:

- OVERLOADED SCHEDULE**
A packed schedule may lead to burnout.
- CONTRARY TO VALUES**
Decline if it goes against your values.
- LACK OF INTEREST/SKILLS**
It's okay to decline tasks that don't align with you.

EMBRACE FLEXIBILITY

Flexibility is key to managing work-life balance by adapting to change and staying resilient.

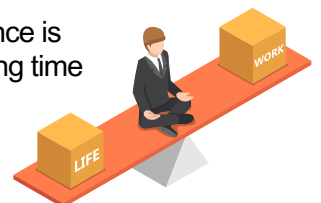


START TODAY WITH A SELF-REFLECTION

What's one small change at work you can make to improve your balance?

- ✓ **EXAMPLE:** This week, I will set a firm work end-time and stick to it.

REMEMBER: Work-life balance is subjective. If you love spending time at work and feel happy and balanced, there's no need to change.



Work-Life Balance

Cheat Sheet

your logo®

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01 HOW YOU SHOULD SPEND YOUR TIME

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10%

10%

15%

25%

40%

WORK

FAMILY

HEALTH

LEISURE

Your job, career, or business.

Time spent with loved ones.

Physical and mental well-being.

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Work Signs

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Career

Higher Education

Job Hunting



Microsoft

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Copilot

Excel

OneDrive


Outlook

PowerPoint

Teams

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Word




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Discrimination

Harassment

Safety

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	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
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 Customizable Courses		300+	300+	 LinkedIn Learning
 Course Builder with AI				 Articulate Rise
 Skill Assessments				 Northstar
 LMS				 Teachable
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