

# 5 Tips for a Better Work-Life Balance

Tip the scales towards a stress free summer with these 5 tips

## 1. Build Downtime Into Your Schedule

- \* When you plan your week, make it a point to schedule time with your family and friends and activities that help you recharge. If a date night with your spouse or a softball game with friends is on your calendar, you'll have something to look forward to and an extra incentive to manage your time well so you don't have to cancel.

## 2. Drop Activities that Sap Your Time and Energy

- \* Take stock of activities that aren't really enhancing your career or personal life and minimizing the time you spend on them.

## 3. Rethink Your Errands

- \* Consider whether you can outsource any of your time-consuming household chores or errands. Hire a kid down the street to mow your lawn? Have your dry cleaning picked up and dropped off at your home or office? Order your stamps online so you don't have to go to the post office? Even if you're on a tight budget, you may discover that the time you'll save will make it worth it.

## 4. Remember a Little Relaxation Goes a Long Way

- \* Don't get overwhelmed by assuming that you need to make big changes to bring more balance to your life. Set realistic goals, like trying to leave the office earlier one night per week or set aside time to go for a short walk or read.

Adapted from the WebMD article "5 Tips for Better Work-Life Balance" By Jen Uscher.  
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