Psychology Associates

Work Life Balance Tips

Try not to have work emails on your phone/personal devices.

Be realistic about the amount of work you can take on to ensure your workload is manageable and sustainable.

Socialise with friends outside of work, e.g. join a club or sport that is unrelated to your job.

Pursue a passion outside of work with the same amount of energy you put in to your job.

Make time to stop throughout the day. Taking 1 minute to focus on breathing deeply can help break the cycle of stress.

Schedule in time for self-care. Looking after yourself will help you do your job well.

Try to leave work on time.

Play to your strengths – work with your manager to include more of the work activities you enjoy in your job plan.

Tips for maintaining this balance when working from home

- If you can, have a "dedicated work room" or office which you work in, and leave when you have finished work for the day.
- Have a "daily commute" – get dressed and go for a 15–20 minute walk just before work, and go for a similar or longer walk straight after you clock off.
- Have a proper lunch break – take yourself away from your workspace to eat lunch and do something you enjoy e.g. watch a your favourite T.V. programme, read a book or do some exercise.
- Take regular breaks from your desk, keep hydrated and make sure you are eating enough.

For more free resources, please visit our website;
www.psychologyassociates.org.uk
0300 303 5233 | enquiry@psychologyassociates.org.uk