

# 11 TIPS TO FIND WORK / LIFE BALANCE

If you do what you love, you'll love what you do right? But that doesn't have to mean being connected 24-7-365. Productivity and creativity increases after rest and time off. A walk outdoors, a night with family or a long weekend road trip can help refocus, clear your mind and recharge your energy. Here's a few steps to find your work/life balance.

## 1. CREATE ROUTINE

Whether its meditation, breathing exercises, or jamming out to your favorite music find a transition time practice that helps you mentally switch gears into your evening.

## 2. ESTABLISH A PRACTICE

Whether its meditation, breathing exercises, or jamming out to your favorite music find a transition time practice that helps you mentally switch gears into your evening.

## 03. TURN OFF

Being able to unplug and recharge means turning off notifications, putting devices down and enjoying the calm or craziness your night likely includes.

## 4. CHANGE CLOTHES

Some people recommend changing clothes after work to "evening attire" that helps you relax and switch gears. Your yoga pants are calling!

## 5. HAVE A DANCE PARTY

We love seeing photos of parents after work dancing around the living room with their kids. Pick a song, crank it up around your house and get the whole family to join in before you settle in for the evening.

## 6. SET AN INTENTION

Each evening find a focal point or intention you want to accomplish that night. Choose a word or phrase you can focus on that will drive your evening activities.

## 7. WORKOUT

There is no arguing that a killer workout makes you feel better. Whether it's running, hitting the gym or your favorite yoga practice, centering yourself through a workout is a great transition activity.

## 8. UNPLUG

Don't take your devices to bed. Being unplugged means getting the sleep you need and not taking work to bed with you either.

## 9. BE ACCOUNTABLE

Telling your spouse or a close friend about your intentions to create a better work life balance can help you stay accountable to your goals.

## 10. DRINK WINE

It doesn't have to be wine, but enjoy a nice beverage and meal to help bring closure to the day.

## 11. FIND TIME

You might just realize that evenings will never allow for personal time, so look for other pockets of the day. Ten minutes in the morning in a silent house with a cup of coffee can change the outlook of an entire day.



Some days we feel balanced, and others out of control. If you find work you are passionate about it's likely to spill over into your personal time because you'll choose activities that align your personal and professional interests. Keep checking in with yourself, your family and your team at work about ways to continually grow and improve your life balance.

Link to Full Blog:

<http://gettingSMART.com/2015/07/11-tips-to-find-the-elusive-work-life-balance/>

# Balancing Your Life Effectively

**Raymond Kurzweil**



## **Balancing Your Life Effectively:**

*Procrastination-Proof Your Life for Success - Maximize Output and Free Up Time* Silas Mary, 2025-02-17 Procrastination is one of the most insidious productivity killers Procrastination Proof Your Life for Success provides actionable strategies to break the cycle of procrastination and start taking decisive action toward your goals This book will show you how to identify the root causes of procrastination overcome mental blocks and develop the habits that lead to consistent productivity With simple techniques that keep you focused and motivated you ll learn how to stop putting things off and start taking action immediately Free up time maximize your output and make real progress toward success with the strategies in this book

Work-Life Balance Margaret Adams, 2013-05-13 Work life balance picks up where conventional time management stops After you have prioritised ruthlessly learned how to delegate dealt with interruptions managed your managers planned and reviewed and still find you are overworked then it is time to try something else Use this book to re establish control over your life and to understand the impact of work pressures and issues in your personal life it will show you how to audit your work life balance to find out which areas are really causing you the most tension establish what you want out of your work and your life outside work this is important because your aspirations change allocate time and other resources to ensure that work and life outside work are given the right priorities with reference to your emotional commitment deal with the expectations of others cope with specific issues such as the long hours culture dealing with excessive workloads working in a caring profession as well as being a teacher The book outlines a range of strategies to help teachers to achieve the right work life balance for them It can also be used for whole school staff development programmes after all work life balance is the responsibility of head teachers and governors too The Art of Success - Mastering the Game of Life , Celebrating Milestones Recognizing Achievements In the journey toward mastering the art of success acknowledging and celebrating milestones is a vital aspect of sustaining motivation and reinforcing progress Celebrating achievements whether big or small provides a sense of accomplishment and a reminder of how far you ve come This chapter explores the significance of recognizing milestones and offers strategies for celebrating achievements in a way that enhances your journey toward success Milestones are pivotal points that mark progress along your path to achieving your goals They represent significant achievements or progress in your journey providing tangible markers of your efforts and determination Recognizing these milestones is essential not only for validating your hard work but also for maintaining momentum and fostering a positive outlook One of the primary benefits of celebrating milestones is the boost in motivation and morale When you take the time to acknowledge your achievements you reinforce the connection between effort and success This positive reinforcement can energize you to continue pursuing your goals with renewed enthusiasm For instance successfully completing a major project or reaching a key target might inspire you to tackle the next challenge with greater confidence and drive Celebrating milestones also provides an opportunity for reflection and self recognition Taking a moment to appreciate your progress

allows you to evaluate what you've learned, how you've grown, and the obstacles you've overcome. This reflection helps reinforce your sense of accomplishment and provides valuable insights into your journey. For example, reviewing the steps you took to achieve a significant milestone can highlight strategies and practices that contributed to your success, which can be applied to future endeavors. There are various ways to celebrate milestones, and the approach you choose can reflect your personality, preferences, and the nature of the achievement. Celebrations can range from personal rewards, such as treating yourself to a special experience or indulging in a favorite activity, to more public acknowledgments, such as sharing your success with friends, family, or colleagues. For example, after completing a challenging work project, you might host a small gathering to celebrate with your team, express gratitude, and share the success. Public recognition can also play a significant role in celebrating milestones. Sharing your achievements with a broader audience can enhance your sense of accomplishment and provide external validation. This recognition can come in the form of awards, acknowledgments in professional or social circles, or public announcements of your achievements. For instance, receiving an industry award or being featured in a publication can reinforce your success and enhance your professional reputation. Incorporating rituals or traditions into your celebrations can add meaning and significance to the process. Rituals, whether personal or shared with others, create a sense of continuity and tradition, reinforcing the importance of your achievements. For example, you might establish a personal tradition of reflecting on your goals and progress at the end of each year, setting aside time to celebrate your accomplishments and plan for future objectives. It's important to strike a balance between celebrating milestones and maintaining focus on your overarching goals. While recognizing achievements is crucial, it's equally important to stay committed to your long-term objectives and avoid becoming complacent. Celebrations should serve as a source of motivation and inspiration, propelling you forward rather than causing you to lose sight of your ultimate aspirations. For instance, after celebrating a major milestone, use the momentum to set new goals and continue working toward your next achievement. Moreover, celebrating milestones provides an opportunity to express gratitude to those who have supported you along the way. Acknowledging the contributions of mentors, colleagues, friends, and family members who have played a role in your success fosters positive relationships and reinforces the collaborative nature of achievement. Taking the time to thank and recognize those who have helped you can strengthen your network and create a supportive environment for future endeavors. In summary, celebrating milestones and recognizing achievements are essential components of mastering the art of success. By acknowledging your progress, reflecting on your journey, and finding meaningful ways to celebrate, you reinforce your motivation and sustain a positive outlook. Embrace the process of celebrating your milestones and let it energize you as you continue to pursue your goals and strive for success.

*Turn Your Life into a Success Machine: How to Build Daily Habits That Guarantee Long-Term Growth* Silas Mary, 2025-02-26

Success is built day by day through the habits you develop. *Turn Your Life into a Success Machine* shows you how to create powerful daily habits that ensure long-term growth and success. In

this book you ll learn how to identify and implement habits that align with your goals boost your productivity and enhance your well being Whether you want to improve your health grow your business or achieve personal development this book teaches you how to make small incremental changes that add up to massive success over time You ll learn how to stay consistent track your progress and maintain motivation so you can build a lifestyle that supports continuous growth and achievement By the end of the book you will have created a personalized success system that guarantees long term success

**Take Back Your Life!** Sally McGhee,John Wittry,2007-06-13 Take control of the unrelenting e mail conflicting commitments and endless interruptions and take back your life In this popular book updated for Microsoft Office Outlook 2007 productivity experts Sally McGhee and John Wittry show you how to reclaim what you thought you d lost forever your work life balance Now you can benefit from McGhee Productivity Solutions highly regarded corporate education programs learning simple but powerful techniques for rebalancing your personal and professional commitments using Outlook 2007 Empower yourself to Clear away distractions tie up loose ends and focus on what s really important to you Take charge of your productivity using techniques designed by McGhee Productivity Solutions and implemented by numerous Fortune 500 companies Balance your home and work priorities by exploiting the enhanced productivity organizational and search capabilities in Outlook 2007 Go beyond just coping and surviving to taking charge of your time and transform your life today

**K.I.S.S. Guide to Organizing Your Life** Donald E. Wetmore,2001 Kiss the competition goodbye The only guide you ll ever need to get more done in less time with less stress Enjoy an exciting self paced journey to a more balanced life at work and at home Discover how to overcome stumbling blocks to greater personal productivity Find out how to eliminate time wasters Learn how to prioritize and delegate tasks The Keep It Simple Series is the new standard in how to books Written by leading experts each book includes full color photographs and illustrations throughout making these the first and only truly accessible guides for beginners The KISS format is designed to help readers build confidence from the start and learn gradually and thoroughly to the very last page Much more than introductions to various subjects these inspiring and innovative books are the ones that readers can trust

**Teleworking and its effectiveness on Work-Life Balance** Silva Tony,2014-04-15 Seminar paper from the year 2011 in the subject Leadership and Human Resources Miscellaneous grade A The University of Chicago language English abstract In the recent past Telework which is a flexible way of working has attracted a huge deal of discussion because of its complex implications on people organizations as well as the society to be able to work at anyplace and at any time Though at the moment is no a common accepted description for telework Hartig 2007 O Mahony Barley 1999 describe telework as a working by the use of information and communication technologies to facilitate employees and their managers to access their work from distant locations Though there has been a substantial increase of teleworkers starting from the 1990s the dispersion of telework has not developed as it was expected This is unexpected since latest advancement in ICT has considerable decrease the management and coordination expenses that are

related with the geographic dispersion of the workforce's position. Several experts assert that adopting telework is directed by other factors and that are not necessarily technological. While other experts like O'Mahony Barley 1999 suggest that when analyzing telework cultural, social, and even political actors should not be ignored, Hartig 2007 established that worker independence was more crucial compared to technological factor to successfully implement telework. This research paper seeks to find study teleworking and its effectiveness on Work Life Balance among employees in an organization. The research paper will review past studies carried out on this subject in order to answer the subject. A number of recent tendencies in the recent past have focused extra attention on teleworking. One, there is an increasing trend of achieving an improved work life balance from teleworking, e.g., Hartig 2007, Golden et al 2006, general the possibility of achieving improved work life balance in all regions may not be realized soon. Hartig 2007. Two, there is growing evidence that offering telework results in improved performance of the organization and the teleworker and it also reduces cases of absenteeism. Stavrou 2005. At the same time, it is possible that teleworking could help in countries with labor shortage by enabling more women who have younger children to get back to the labor market and be employed as teleworker.

*Balance Your Body, Balance Your Life* Edward A. Taub, 2000-12-01. In this powerful and life giving book Edward A. Taub M.D. makes total health rejuvenation a revolutionary approach to nutrition, exercise, and well being, a very reachable and rewarding goal for anyone at any stage of life. Shattering the food myths that perpetuate poor health and obesity, Dr. Taub introduces the world of wholesome natural foods, foods that literally revitalize our lives and reaches us how to Understand the human Cycle of Life, the key to lifelong wellness, end food cravings and break bad eating habits by discovering their origins, resolve stress, now create your own Personal Wellness Retreat, prepare a wealth of delicious savory foods from the cookbook within the book, follow and accessible fitness regime of Wellness Yoga, Stretching, strength training and walking, improve body tone and image, use properly balanced vitamin and mineral supplements most effectively, practice Preventive Theology, the powerful link to total mind/body health. Discover Dr. Taub's revolutionary Food Energy Ladder, take control of your health destiny with his strategies and begin today to Balance Your Body, Balance Your Life.

**A Compact Guide to Balancing Your Life** Brad Lewis, 2001. The 10% Solution for a Healthy Life Raymond Kurzweil, 1994-12-27. Reducing the level of fat in your diet to 10% can save your life and this book gives you all the tools you need to do just that. Everything you need to know about is in this book: recipes, conversion charts, pantry staples, dining out tips, progress tables, an exercise program, and detailed appendixes.

*Work-life Effectiveness* Karol Rose, 2006. **Life Balance** Isiah Nieder, 2021-02-04. Life balance seems to be the topic on everyone's mind of late. We have discovered that maintaining a healthy life balance is not only essential for happiness and well being, it can be a tremendous boost to your productivity and career or business success as well. A well balanced person has a far greater ability to focus their attention and energy on attaining their goals, taking productive actions, and moving forward in a meaningful way. In this book you will discover how to Reclaim a healthy synergetic life balance. Silence

your Inner Critic when you need to Identify the best people to help you on the journey and know who to avoid Be consistent in pursuing any goal you set Boost your mental health quickly safely and in a lasting way Find your tribe and build momentum toward your goal

**Work-life Balance** ,2008      **The Work-Life Balance Myth: Rethinking Your Optimal Balance for Success** David J. McNeff,2021-02-23 An empowering guide that will show you how to shed the myth of the work life balance by merging the seven key components that make up your life to attain harmony and whole life success All of us have Seven Slices in our lives our Family Slice our Professional Slice our Personal Slice our Physical Slice our Intellectual Slice our Emotional Slice and our Spiritual Slice These all need to be served in some fashion and in serving them they in turn serve us This relatively simple but profoundly critical concept is at the heart of the method executive coach David McNeff has used to transform the lives and careers of his clients It begins with two important facts 1 stress happens you can't avoid it and 2 your existence is composed of far more than work and life Too often we divide our lives into those two general categories but we're all a lot more complex and our lives are richer than that By being clear and mindful of all aspects of your life the Seven Slices you'll be more likely to find inner harmony when stress impacts one of them In *The Work Life Balance Myth* McNeff takes you on a deep dive into each of the Seven Slices explaining the components of each Slice signs that you may not be attending to each Slice in a healthy way and hands on methods for accessing an underserved Slice *The Work Life Balance Myth* won't make your life perfect no one can do that and you shouldn't trust anyone who makes that promise What this book will do is provide you with proven new ways of framing your life seeing stress for what it is and vastly improving your ability to navigate the emotional challenges that will inevitably arise in a way that serves your Seven Slices

[Your Work, Your Life...Your Way](#) Pcc Julie Cohen,2010-03-04 In *Your Work Your Life Your Way* career coach Julie Cohen offers a fresh roadmap for finding personal success through her proven approach to sustaining a harmonious fulfilling life Cohen identifies the common obstacles to finding work life balance and introduces seven keys to unlocking and transcending these obstacles for good *Your Work Your Life Your Way* is a results oriented book packed with expert advice inspiring stories and practical tools geared toward streamlining your life from day one Learn proven methods for managing goals expectations and creating boundaries to ensure your unique brand of success Discover how to get the most out of your day accomplishing what needs to be done and still having time left over for you Explore real word case studies engage in exercises for lasting change Turn life changing concepts into action and forge your newly balanced self

[How to De Junk Your Life](#) Dawn Dwyer,1998 Introduces JAKE junk always kills effectiveness to help you take control of your life and work

*Work-life Balance* Investors in People UK.,2003 No public library discount on this item      [100 Personal Effectiveness Traps and Their Solutions](#) Robert Edward Miller,1987

**The 12 Keys to Spiritual Vitality** Richard P. Johnson,1998 Aging is not the beginning of the end but is part of God's eternal plan for human happiness Through this book readers will tap into the wisdom and grace that come with aging and discover the keys to maturing in the way God intended Paperback

**The 10% Solution for a**

**Healthy Life** Ray Kurzweil, 1993 In a revolutionary departure from previous diet books and from the conservative guidelines of the AMA The 10% Solution for a Healthy Life presents a program that can drastically reduce all risk of heart disease cancer and a host of other life threatening illnesses Includes recipes conversion charts an exercise program and more Crown Publishers

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