



CONNECT WITH EASE

Employee Assistance Services for Education

LIFE WORK BALANCE

Message from EASE

This month's Connect with EASE focuses on creating an awareness of balance in our lives. For many of us, this concept can seem impossible as we struggle with juggling the many responsibilities we have in our personal and work lives. This concept of "balance" may look different depending on a person's situation. For this reason, it is important to take time to reflect on what "balance" looks and feels like in your own life. While it may seem difficult, maybe impossible, or that there is not enough time in the day... the truth is that there is not enough time to not do this work in your life.

Taking your first steps towards creating more balance is the most important thing you can do for yourself and those you love. It begins with creating a daily awareness and reflecting on your life and time. With consistent intentional awareness of your need for balance, you can take small steps towards a more balanced life each day.

These small steps may begin with setting boundaries in your life. Create a boundary around time spent on activities or people that detract from your energy supply. Limit your time spent on technology, especially in the evenings before bed. Learn to let go of perfectionistic tendencies that only hurt yourself and others. Practice accepting situations as they come and as they are without the need to fix them. Set a small goal for exercise and meditation each day and work yourself up from there. Getting enough sleep and eating right is critical to helping you manage your stress and work towards balance making in your life.

Maintaining balance in our lives is a cornerstone to overall well-being. Balance prevents stress and we all know that stress has very strong adverse effects on our minds, bodies, and overall health. Finding balance requires awareness, motivation and work, but your overall well-being is worth it.

This month, we invite you to EASE into more balance in your life!

Monthly Article

Work-Life Balance:
Creating Boundaries in our Professional and Personal Lives.



EASE CAN HELP DURING DIFFICULT TIMES

CONNECT WITH EASE:

1-800-882-1341

Free confidential professional help for district employees and family members:

Family troubles. Emotional distress.
Job stress.

Anxiety. Drug/alcohol use. Grief. Loss.
Life transition issues.

Professional counselors are ready to help. Call the EASE hotline for 24/7 assistance.

WORK- LIFE BALANCE

By: EASE Staff

Work-life balance is an important aspect of a healthy work environment. Trying to manage heavy workloads, personal relationships, and family responsibilities can all contribute to a great amount of stress which is not balanced -- or healthy. The ability to maintain this work-life balance is important as it reduces stress and helps prevent burnout in the workplace.

Burnout can cause:

- Fatigue
- Mood swings
- Irritability
- A decrease in work performance

Chronic stress is one of the most common health issues in the workplace. Studies suggest that overtime stress can also weaken our immune systems and make us susceptible to a variety of ailments. It can lead to physical consequences such as hypertension, digestive troubles, chronic aches and pains and heart problems. In addition, recent research shows that chronic stress can actually double your risk of having a heart attack. Chronic stress can also negatively impact mental health because it is linked to higher risk of depression, anxiety and insomnia.

BEST PRACTICE TIPS

AT WORK

- Set manageable goals each day. Make a “to do” list, and take care of important tasks first and eliminate unessential ones.
- Be efficient with your time at work. Start by dividing big projects into smaller tasks. Give yourself small rewards upon each completion, whether it’s a five minute break or a walk around the building.
- Take small breaks. Stand up. Move. This will help clear your head, and improve your ability to deal with stress and make good decisions.
- Tune in. Listen to your favorite or relaxing music at work to foster concentration, reduce stress and anxiety, and stimulate creativity.
- Communicate effectively. Be honest with colleagues or your boss when you feel you’re in a bind. Explore practical alternatives that may help to improve the situation.

AT HOME

- Unplug. Unplug from technology and make yourself available and present.
- Divide and conquer. Make sure responsibilities are evenly distributed and clearly outlined.
- Avoid over-committing. If you’re over-scheduled with activities, learn to say, ” no.”
- Get support. Communicate with family and friends -- it can improve your health. People with stronger support systems have stronger immune responses to illnesses than those who lack such support.
- Stay active. Make time in your schedule for exercise or to take a short walk. Set a goal for 15 minutes of activity 2 times/day.
- Treat your body right. Eat right, exercise and get adequate rest. Avoid relying on drugs, alcohol or cigarettes to cope with stress; this will only lead to more problems. Afterwards, your problems and stress are still there and your ability to cope with them will be less effective...
- Take advantage of EASE. Talking to a counselor can help you create the balance in your life you are seeking.

TALK TO US

EASE has counselors if you want to talk.

(800) 882-1341



<https://www.mhanational.org/work-life-balance>