



Aqua Coaching & Resources
Finding Confidence, Gaining Clarity, Creating Change

7 Top Tips for work-life balance

In today's fast technology driven world, it seems everything has been designed to make life easier and simpler.... However in the case of our working lives, (although this is slowly changing), many of us end up putting in those extra hours, not withstanding - we've come through a GFC and perhaps fear kicks in about "being seen in the office to be kept employed". This impacts heavily on the time we get to see our kids, partner, family, friends and that's before we even consider "me time".

Take action!

1. Work out what matters

The first rule of balancing work, family and lifestyle is to be realistic about your needs and goals.

2. Know your entitlements

Check out your employers' family-friendly working arrangements and take advantage of it.

3. Schedule your time

An easy way to manage your time is by using prioritised to-do lists and action plans. You can take control of your time by monitoring where it goes.

4. Learn to say 'no'

Learn to say 'no' to unreasonable demands and leave the office on time without feeling guilty. Saying 'no' with respect is not only effective, it feels good, too.

5. Be web savvy

When creating a better work-life balance, don't neglect the convenience of technology. Make many time-consuming chores a thing of the past. Banking, paying bills, and grocery shopping can all be done on-line, freeing up your time.

6. Look after your health

Make sure you get enough sleep, eat healthily and exercise regularly. Relaxation is also a great stress-buster, so make time for you.

7. Take time out for you

Keep your personal life for family time alone and make sure you create clearly designated boundaries for work and personal tasks. Consider 'unplugging' regularly from your laptop, email and mobile phone; the minute you leave the office is ideal.

Louise Ferguson is a successful life, business and executive coach. For a complimentary session please telephone 0410 330 669 or visit

www.aquacoaching.com.au