Work-family balance.

Ten tips on how to balance your personal and professional life.

1. Start getting a little bit selfish.
Be selfish with your physical and mental health, your family time and time with your partner. These are your priorities for the long term so justifiably demand your attention, protection and self focus.

2. Set boundaries and stick to them.
Clearly establish your boundaries, communicate them to others and stick to them. For example - I won’t respond to calls or emails after 7pm or before 7am.

3. De-clutter your life.
Analyse what you do with your time. Are you doing things you think you should be doing instead of the things you enjoy and want to be doing?
If there are activities that are taking too much time but not providing an adequate return on what is important to you, remove or reduce them out of your life.

4. Learn from others.
Seek out people who have successfully achieved work-life balance and talk to them about their strategies.

5. Establish goals and monitor them.
Set goals and evaluate your progress regularly. Acknowledge when something isn’t working as planned and do something to get back on track.

6. Make small changes.
Make changes in small increments, focussing on one thing at a time – don’t try to change everything at once.

7. Start delegating.
Do you really have to do everything that you are currently doing? Training others and delegating tasks frees up your time and energy and you can still oversee and direct what is being done. It can be as simple as hiring a cleaner or gardener, setting up a chore task for the kids or empowering staff to handle certain activities.

8. Learn to say no.
To everyone some of the time.

9. Adjust your expectations.
Adjust your expectations in terms of what you expect of yourself and others. Reassess your ideal picture and learn to accept that life isn’t perfect! Find solutions that still provide good outcomes - eg. cook simply and clean only when you have to.

10. Stop procrastinating.
Start today even if it is with a small change. Go for it!