

### For Family:

- ✓ Identify the types of weekly activities that are most important to your family.
- ✓ Develop a weekly routine of participating in “most important family activities”.
- ✓ Learn to say no to most anything that potentially interferes with family activities.
- ✓ Avoid the trap of “working” to provide for the family, only to then never be home.
- ✓ Let everyone share in the responsibility for making time each week for family activities.

### KEEP IN MIND

Life happens and despite best laid plans, things will fall out of balance for a time. Stay positive. Remember, you're not alone when it comes to figuring out how to balance the demands of work and family. Consider engaging a life coach or counselor for guidance on next steps.

***What steps will you take today to find a better work / family balance in your life?***



Balancing Work and Family  
Health & Wellness

# Balancing Work and Family

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WELL-BEING BEGINS HERE

Working to  
“provide for your family”?  
**TAKE ANOTHER  
LOOK.**

*Imagine for a moment how much more productive and satisfying life may be with a better, ongoing balance between your work and family activities.*

Managing our daily 24 hours is easier some days than it is others. Attempting to care for our bodies, getting proper rest, and maintaining a household is a full-time job in itself. Add in work and family responsibilities, and the task becomes even more challenging. Even though it is our choice how we use our time, we often become quite stressed attempting to manage it all.

### CONSEQUENCES OF IMBALANCE

Failing to find the balance between work and family can result in a host of distressing feelings and consequences including stress, unmet expectations, anger, grief, relational conflicts, loss of motivation, poor job performance, substance abuse and ultimately a sense of helplessness and hopelessness.

### ASSESS YOUR WORK / FAMILY BALANCE

Our lives naturally fall out of balance from time to time. When this occurs we struggle to regulate our responsibilities and what we enjoy most. Taking the time to assess how things are going provides insight to aid us in realigning our priorities.

- Y  N Do you defend your unavailability to family by saying you are working to provide for them?
- Y  N Do you regularly struggle with finding time to spend with your family?
- Y  N Are you often missing or running late to family activities, school events, etc.?
- Y  N When you are with family, do you feel anxious or guilty about not working?

If you answered yes, to all or most of these questions you may benefit from putting some work / family balance strategies into action.

### ACTION STEPS

If you are feeling overwhelmed by your schedule or guilty about the imbalance in your life, be encouraged. This is a common problem, and the following strategies will help you find balance between work and family responsibilities.

#### For Work:

- ✓ Schedule the most difficult tasks for when you are usually the most productive.
- ✓ Limit time-wasting distractions such as unnecessary social media or email activity.
- ✓ Periodically stop and de-clutter your workspace so you can focus on tasks.
- ✓ Keep a short, daily to-do list at work and stay focused on doing what's most important.
- ✓ Keep pictures of your family and children in your workspace.