STRATEGIES for MINDFUL LIVING
FOR I3 ACADEMY CHARTER SCHOOL EMPLOYEES

Courtesy of UAB Employee Assistance & Counseling Center

Finding Balance Between Work & Home

Each day, you manage competing priorities at work and at home. Meeting deadlines, attending meetings, caring for family members, keeping up with household responsibilities, and finding time for yourself can make it difficult to achieve a healthy balance. The good news is many of the same skills that help you succeed professionally can also help you manage the demands of daily life and create more time for the things that matter most.

Skills for Success

Interestingly, the same skills that contribute to your success on the job and make you a valued, productive employee are the skills you need to manage your home life and to achieve that healthy balance. These include...

- **Planning:** Setting goals and priorities and establishing a plan of action.
- **Organizing:** Saving time and energy by making "to do" lists, combining activities and errands, and easing transition times between home and work.
- **Communicating Effectively:** Building and strengthening relationships.
- **Setting Limits:** Deciding what you can and cannot do and learning to say "no." Saying "no" is actually saying "yes" to the things that are important to you.
- **Delegating:** Sharing the load with friends and family, hiring help when feasible.
- **Establishing Support Systems:** Reaching out to others both professionally and personally.

Tips to Stay Organized

Getting organized is key because it will keep you on track for doing more of what you love, and ensure that you are engaging in the activities that you want to engage in.

There are many ways you can organize your life, and what might work for one family might not work for another. Some ways to organize your life include...

- Use a digital or physical calendar.
- Have daily goals.
- Establish a daily routine.
- Have a cleaning routine — a cluttered home can lead to a cluttered mind.
- Communicate with a spouse or child about things that you or they hope to accomplish that day.

— Adapted from Duke University and Sunrise Children's Foundation

