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Maintaining a Healthy Work-Life Balance

When it comes to balancing your work life with your personal life, things tend to get more complex than originally intended or thought. Everyone who has ever had a job knows that your work life affects your personal life and your personal life affects your work life – it is a fact. Being a small business owner and a self-proclaimed family man, I've learned how to balance my work life with my personal life to not only benefit my family, but also my team at work. Below, I have included tactics that I use to maintain balance in both.

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Build downtime into your schedule: When you create your work week schedule, make it a point to leave ample time to spend with your family and friends and to participate in activities that help you recharge your batteries. I like to schedule a date night with my wife once a week, which gives me something to look forward to!

Drop activities that take up your time or energy: It is important to get rid of or reduce the time you spend on activities that aren't productive in your work or personal life. For example, when at work, limit the time spent surfing the internet, making personal calls or chatting. In doing so, you are able to be more efficient and may even be able to leave work early. Also, when at home with your family, try to break the habit of sleeping with your smartphone. According to Leslie Perlow, author of *Sleeping With Your Smartphone: How to Break the 24/7 Habit and Change the Way You Work*, once your team discovers ways to turn off their smart phones one night a week, they become closer, as well as more satisfied with their jobs, ultimately producing better results.

Exercise: It is tough to make room for exercise when you have a full schedule. However, being physically active not only helps to alleviate stress, but it also gives you the energy that allows you to accomplish more tasks in a timely manner. My recommendation is to visit the gym before going to work. That way, when you get to work, you are full of energy and ready to take on the day. You also then have the evening to spend with your family.

Relax: Bringing more balance to your life does not mean making big changes; it means setting realistic goals for yourself. Each day, I make it a point to step out of the office for at least 15 minutes to get some fresh air. Once I return to my desk, I am revitalized and ready to take on the task at hand. As stated by Leslie Perlow, "The key to remember is that we're often our own worst enemy. You do have a choice in changing things."

How do you balance your work life with your personal life? Leave a comment below to share your best practices.



Courtesy of Elance