

# Maintaining A Work/Life Balance

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The problem isn't that your weekends are suddenly overrun with social events again! If you're feeling any level of social anxiety or feeling overwhelmed, it's important to take action to ensure you are maintaining a healthy work-life balance.



## Step 1

### Prioritise and organise

Having a good organisation system, such as a phone calendar or to-do list, and knowing how to prioritise and say no is more important than you think! Your health is #1.



## Step 2

### Look after your body

It's easy to forget to exercise or eat well - but its crucial for maintaining both physical and mental health - especially if sitting in the office all day!



## Step 3

### Make room for personal time

Spending time on self care is important to prevent burn out or a lack of motivation. Set time aside each week to do something you love to help you feel refreshed and ready to start a new week.



## Step 4

### Stick to set work hours

Sticking to reasonable work hours is easier said than done when working from home. It is important to acknowledge if you have been giving work more than it's entitled to, as there was nothing else to do during lockdown. It's time to put back the healthy boundaries - say no to extra work time and leave space for your personal life to flourish.

### Feeling anxious or burnt out?

Seek professional help with Armchair Psychology today.



Armchair  
Psychology  
with Amanda Gordon