Keys to Work-Life Balance

- Develop a personal mission statement; what your mission is for your life
- Set goals that you are excited about
- Learn to say "no"
- Prioritize
- Schedule your week including time for family, friends, fun, exercise, etc.
- Write down your activities for 3 days and then determine which activities are important and which are not, decrease or eliminate those that are not!
- Get enough sleep; for most people that is 7-8 hrs/night
- Eat a balanced diet
- Exercise on most days of the week
- Delegate when possible
- Look at your personal values; do your activities match with your values?
- Declutter - most of us have too many things

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