

# Managing an employee whose life is out of balance



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Sometimes the demands of work and life can be overwhelming. As a manager, you may be among the first to notice when an employee is having trouble keeping it all in balance.

## Watch for the warning signs

When you establish relationships with your employees, you get to know their usual work styles and performance levels. If their on-the-job behavior or work product changes, you can often observe it early on.

Look for changes in patterns. For example: Is an employee who tends to be reliable suddenly missing deadlines? Have you noticed a drop in productivity or even attendance at work?

Here are some other red flags:

- **The employee is often on edge.** Do small things trigger reactions that weren't typical for that worker in the past?
- **An employee has lost perspective.** Has the employee lost the ability to decide which tasks to put first?

- **The employee is irritable.** Are there unexplained mood changes?
- **The employee seems burned out.** Has the employee had to take on more work? Does he or she have a heavier workload due to cutbacks in staff? Any employee who is constantly putting out fires is a prime burn-out candidate!
- **The employee has recently been promoted but isn't doing his or her best.** While promotions are exciting, they can also lead to overload.
- **An employee who is usually focused can't seem to concentrate.** When an employee seems to have lost focus, it may be a sign that his or her worklife balance has become unstable.

Be proactive: Take action early to help reduce complications in the long-run. And don't forget to take care of your own worklife balance.

Remember: You're a role model for your team.

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