



# Quick tips for balancing life

## Balancing work and life isn't easy

It's called "balancing" because worklife demands shift and change. Keeping all the balls in the air constantly is very stressful. So try these steps.

**1. Don't try to make everyone happy all the time.**

Many of us do this but it creates lots of anxiety. Plus it rarely works.

**2. Learn to say "no" (or "later") when "yes" is unrealistic.** Prioritize tasks rather than pretending you can do everything at once.

**3. Don't expect perfection.** Do you feel you're never doing enough? Recognize that doing your best is great. Perfection is a fantasy.

**4. Remember, you're the center of your balancing act.** You need care. You need breaks. Take care of you before worklife imbalance burns you out.

Balance comes from respecting your limits and caring for yourself. And you know what? You deserve it.

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