GuidanceResources®

# Achieving Balance

If you are feeling pulled in too many directions at once, or if there never seems to be enough time to accomplish everything on your "to-do" list, you may need to assess your work-life balance. The following suggestions can help:

- **Delegate tasks.** Do not be afraid to ask for help or to delegate responsibilities, both at work and at home.
- **Set priorities and limits.** Consider what is really important to you and what you value most in life. Once you identify your priorities, it will be easier to make decisions about how best to allocate your time.
- **Stay flexible.** Staying flexible and keeping a sense of humor can ease the stress associated with changing demands.
- **Talk to your manager.** Often, they have been in the same situations and can offer the best advice for dealing with them.
- **Build a support network.** We all need someone to have our backs. Cultivate friends and maintain family ties. They can help shoulder some of the load.

## Here when you need us.

Call: 877-527-4742
TTY: 800.697.0353
Online: guidanceresources.com
App: GuidanceNow℠
Web ID: State of Delaware

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