

WORK LIFE BALANCE - TIPS

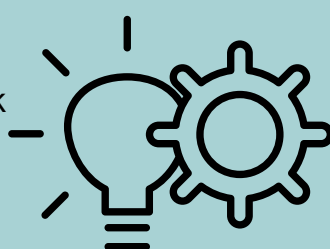
TIME MANAGEMENT

- Daily Planner
- Set Reminders
- Give Tasks a Time Limit
- Limit Distractions
- Practice Mindfulness



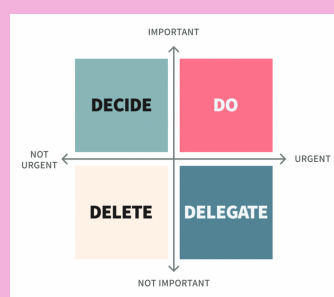
TAKE BREAKS

- Take Advantage of Intervals at work
- Stretch
- Short Walk
- Breathing Exercises



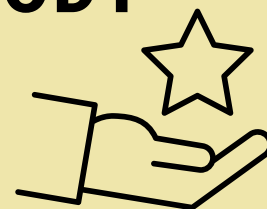
PRIOTIRIZE

- Plan Ahead
- Make To-Do-List
- Top Tasks First
- Finishing them will give sense of Accomplishment & Productivity



TAKE CARE OF YOUR BODY

- Yoga & Exercise Regularly - there is no OTHER WAY
- Meditation
- Carry Snacks / Nuts / Fruits
- Monitor your water intake



SELF CARE

- Schedule Social Time - its good to exchanges energies & vibes
- Embrace the Way your brain works
- Find Friends
- Ask for Help



FIND A MENTOR

- Opportunity to Learn from Others Experience
- Gives you a Different Perspective & Insight
- Can Avoid Mistakes



COMMUNICATE

- Communicating right can take care of most of the problems in Professional & Personal Space



CONSIDER VOLUNTEERING

- Nothing can make you Happier than Helping somebody - Try it out
- Associate yourself with some volunteering organizations

