

12 step process to Work/Life Balance

(edited from salary.com)

1. Prioritize
2. Track your time for one week
3. Be present wherever you are
4. Schedule something you look forward to each day for yourself
5. Now respect that time for yourself
6. Check in on your personal habits and general lifestyle-healthy doses of each:
 - a. Sleep
 - b. Good nutrition
 - c. Exercise
7. Take a real vacation and unplug from work, volunteer, and obligations every year for at least two weeks
8. Ask for support to help you maintain your work/life balance
9. Find a mentor or hire a professional coach to help you find your optimal work/life balance
10. Set boundaries at home and work
11. Learn how to say no
12. Reflect on a regular basis to ensure you are still on target with your goals

