

A TOOLKIT FOR PROFESSIONALS

MINDFULNESS AT WORK

Establishing Work Life Balance

Establishing work-life balance is not always easy – particularly if we are working from home. However, doing so is essential to our wellbeing. If we are able to draw clear lines between work and home life, we will find greater contentment in both domains.



TIPS FOR CREATING WORK/LIFE BALANCE:

- Define your work hours – and stick to them.
- Schedule tech-free breaks into your day.
- Meditate for five minutes at the end of each work day to make a more mindful transition into home life.

A MINDFULNESS EXERCISE FOR BALANCE:

To establish work-life balance, move through the following meditation and then journal your answers to the reflection questions offered.

- Sit comfortably in a quiet place, close your eyes, and observe your breath.
- Once settled, open with curiosity to the following question. Do not rush to an answer; simply notice what arises:
 - *What is the current state of balance between my work life and my home life?*
- Once you have sat with that question for as long as you need to, ask yourself:
 - *What would a healthy work-life balance look like for me? What would it feel like?*
- Sit with this for as long as you need to. When you are ready, open your eyes and proceed to journal. Write down what you noticed during this mindful contemplation practice and then answer the additional question below:
 - *What concrete steps do I need to take to establish greater balance between my work and my home life?*

ON BALANCE...

- 66% of full-time workers say they do not have a healthy work-life balance.
- 72% of Americans say the ability to have work-life balance is an important factor when choosing a job
- 75% of business executives work during their paid time off

AS A LEADER, HOW COULD YOU MODEL OR ENCOURAGE GREATER WORK/LIFE BALANCE?

“In the end, it’s all a question of balance.” – Rohinton Mistry