

6 tips for building better work-life balance

Finding work-life balance seems like a lofty goal. But it can be doable if you're willing to rethink what balance really means. Shift your focus to finding the fulfillment that you want from both work and life outside of work. Here are some tips to help you find and keep that balance.



1. Accept the fluctuations

A misconception about achieving work-life balance is that it means things will be balanced 100% of the time. In reality, there will be periods when there's more or less on your plate at work, or your family needs more or less of your attention. Knowing that your energy will shift and priorities will ebb and flow can make it easier to deal with the more challenging times.

2. Create boundaries

Boundaries are a working parent's best friend. If spending time with your child each night is what makes you feel fulfilled, designate that as work-free time and communicate it to your boss. If your workweek is busy but the weekends are your family time, let your team know you'll be unavailable then.

3. Know your goals

It's easy to feel unbalanced when you're only focused on getting through the week. Having clear, long-term goals can help you identify what to put your energy toward. Write down your big picture goals. Maybe it's a promotion, or helping your child improve their reading skills. Then break it into smaller steps that'll help you get there. This makes it easier to decide how to spend your time today, and to do it in a way that serves you.

4. Talk about your job with your kid

If your child asks why you work, it can help to explain your job in simple terms they can understand. Share what your work means to you: if it's fulfilling, explain that it makes you happy. If it's mainly a paycheck (which is a-OK!), let them know it helps your family enjoy fun things, like ordering pizza. When kids understand why you work, they're less likely to question the time you spend on it.

5. Put yourself on your daily to-do list

Don't forget to factor yourself into the equation! It's important to find time to care for yourself so you have enough energy to manage what's on your plate, both at work and at home. Focus on finding little pockets of time for self care throughout the day. A 5-minute coffee break, or a 10-minute walk—whatever gives you a little mental energy.

6. Take time off

Truly disconnecting from work for a week or so is one of the best ways to recharge your batteries. Bonus: Getting your time-off requests in early gives you something to look forward to and gives you time to get your ducks in a row before you're out.

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