



1 Be **aware** of your limitations — accept that no one can do or have it all.

## HEALTHY TOP TEN

2 **Avoid** bringing work home and home to work.

4 **Nourish** your body with a healthful diet, 7-8 hours of sleep, and exercise most days.

3 Make **planning** and **organization** standard operating procedure.

# Achieving Work-Life Balance

5 **Say when:** Don't overcommit to too many projects and responsibilities.

6 **Expect the unexpected.** Only in your dreams does everything run smoothly.



7 **Recognize** that balance requires making choices and a willingness to change what isn't working.

8 **Stay flexible;** it's the key to coping with changes.

9 Set aside 20 minutes per day to **relax and unwind.**



10 Add **fun** every day.

