

EMPOWERING PEOPLE.

BUILDING SKILLS.

CREATING OPPORTUNITY.

WORK-LIFE BALANCE

**BALANCE IS KEY.
YOU CAN DO BOTH.
DON'T DO IT ALL.**

Work-life balance is about creating harmony between your work responsibilities and personal life. It helps reduce stress, improves wellbeing and allows you to show up as your best self in every area of your life.



**BALANCE
ISN'T PERFECT.
BUT INTENTION
MAKES A BIG
DIFFERENCE.**



WHY IT MATTERS

Having balance helps you stay productive, maintain good relationships and protect your mental and physical health. It helps you live a more fulfilling and sustainable life.

8 WAYS TO ACHIEVE WORK-LIFE BALANCE



1. SET BOUNDARIES AND STICK TO THEM

- ✓ Set clear work hours.
- ✓ Learn to say no to things that drain your time.
- ✓ Protect your personal time.



Boundaries protect your balance.



2. PRIORITISE WHAT MATTERS

- ✓ Focus on your top priorities at work and at home.
- ✓ Let go of tasks that aren't essential.
- ✓ Spend time on what truly brings value.



Focus creates balance.



3. PLAN AND MANAGE YOUR TIME

- ✓ Use a planner or digital calendar.
- ✓ Schedule time for work, family, rest and you.
- ✓ Plan ahead and review your week.



Good planning reduces stress and overwhelm.



4. TAKE CARE OF YOURSELF

- ✓ Look after your physical, mental and emotional health.
- ✓ Eat well, exercise and get enough sleep.
- ✓ Make time for things you enjoy.



You can't pour from an empty cup.



5. SPEND QUALITY TIME WITH OTHERS

- ✓ Be present with your family and friends.
- ✓ Put your phone away and focus on them.
- ✓ Strong connections bring balance and joy.



Quality time builds strong relationships.



6. DELEGATE AND ASK FOR HELP

- ✓ You don't have to do everything alone.
- ✓ Delegate tasks at work and at home.
- ✓ It frees up time and reduces stress.



Asking for help is a strength, not a weakness.



7. UNPLUG AND RECHARGE

- ✓ Take regular breaks from work and screens.
- ✓ Spend time in nature, meditate or relax.
- ✓ Recharge so you can show up fully.



Rest is productive. You need it.



8. REVIEW AND ADJUST

- ✓ Check in with your balance regularly.
- ✓ Adjust your schedule and priorities.
- ✓ Life changes – your balance can too.



Balance is an ongoing journey.



IT'S OKAY TO MAKE CHANGES

You don't need perfect balance every day. Some days will be busy, and that's okay. What matters is making time for what matters most.



Give yourself grace.



Do your best.



Keep realigning.



**BALANCE
IS A CHOICE,
NOT A DESTINATION.**



REMEMBER

When you create balance, you create a life that supports your happiness, health and long-term success.



**BALANCE TODAY.
BETTER YOU.
BETTER TOMORROW.**



NEED HELP OR WANT TO LEARN MORE?

We can help you build your confidence and wellbeing with our resources, guidance and training. Get in touch with Drae & Dre Collective CIC for support.



VISIT OUR WEBSITE
www.draeanddre.com



**BETTER WELLBEING
BETTER YOU
BETTER OPPORTUNITIES**