

# Balancing Work & Family



Are you satisfied with your balance of time between work and family?

No? You are not alone.

The key to success is stepping back and periodically analyzing how things are going. Decide if changes are needed.

**FYI**

## 6 Steps Toward Balancing Work and Family

Work and Family Balance is a Conscious Decision. Balance isn't automatically achieved, it is an ongoing process. Knowing this reduces frustration and the foundation of your plan.



Recognize the Benefits of Balance. Balance has pay-offs For children, home, and work. Recognizing this can help you keep balance in mind.



Write Down Family Goals. Decide what is important and write it down. Assign a date, and make these goals "absolutely-will-happen."



Discuss Expectations and Responsibilities. When one family member is taking on too many chores, resentment can build. Periodic discussions of perception provide awareness and opportunities to develop workable choices for family and work.



Manage Distractions and Procrastination. If you are working 12 hours, do you really work only 10? Family time might be found here.



Organize Your Work Better. Learning how to put work down, say "no," and let go of workplace worries are skills that are learned through practice.

## EAP • What Your EAP Can Do



Your EAP can help you define priorities and create a plan.

It can help you identify family goals and measures of success.

Your EAP can help you with making those tough decisions.

It can help you acquire assertiveness and time management skills.

Contact McLaughlin Young EAP at 800.633.3353 or 704.529.1428 to get started!

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