

10 Self-Care Tips When Times Get Tough



The demands of work and family challenge us to balance our time and manage our priorities. The way we react physically and mentally to circumstances can either be life-enhancing or stress-producing. A hectic, unbalanced lifestyle can prevent enjoyment of personal relationships, interfere with productivity and happiness at work and be harmful to our health. While there are many things over which you have no control, there **are** things you can do to improve your situation.

Use these tips to balance your needs in order to make your time at work and at home more rewarding.

- 1. Ask for support.** Communicate your professional and personal needs. Tell family when you are in a 'high-stress' period at work. Ask for their patience. Remind them that you care about them and their needs.
- 2. Improve your physical and mental health.** Get regular exercise. Maintain a reasonable diet and healthy sleep habits. Make time for yourself. Practice relaxation and meditation techniques.
- 3. Spend the time with those you love.** Develop a hobby or project together; schedule time to do what you enjoy.
- 4. Consider counseling** if you are having difficulties with one or more areas of your life.
- 5. Surround yourself with positive people** and things that make you happy.
- 6. Avoid the use of...** alcohol, too much caffeine, non-prescription medication and other drugs to control stress. Use medications prescribed by a doctor with care & only when needed to control a health condition.
- 7. Prioritize your tasks** according to their importance.
- 8. Set small goals** that are meaningful to you and that will lead to long-term accomplishments.
- 9. Be efficient.** Cook bigger portions and freeze for later; batch errands and complete in a logical order.
- 10. Cultivate allies at work.** Knowing that you have co-workers who are willing to assist in difficult times will reduce stress. Be flexible.

These techniques can be a good starting point for striking a balance between your work and your personal life. For more information and resources, call your EAP or visit us on the web at EAP4YOU.com. We are here for you. Reach out today!