

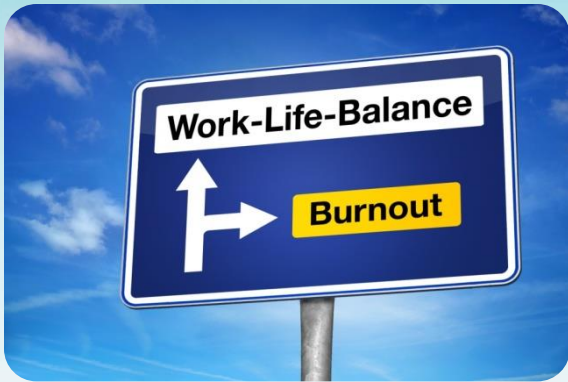


*ideas to help you Live happy*

## Life Balance

### TEN TIPS TO ACHIEVE LIFE BALANCE:

1. **Put “you” on your schedule first, and then schedule life’s chores.** Give yourself permission to honor your own needs for rest, exercise and recreation. When you put yourself first, it is not selfish! Everyone you care for benefits!
2. **Simplify your life.** Identifying the things that drain you, replacing them with people, activities and things that enhance your life balance.
3. **Learn to say “no”.** Without this critical skill your time and life will not be your own.
4. **Financial and emotional well-being are connected.** Don’t allow yourself to think that you are trapped and helpless in debt. Face the pain of your situation and make a plan to put your finances in order.
5. **Identify activities that give you energy.** Be sure these are in your schedule and you will discover your fatigue disappears.
6. **Surround yourself with high-quality relationships.** Seek relationships that support, challenge, and encourage you to be balanced.
7. **Design a routine that allows you to accomplish what you need to get through your week smoothly.** Don’t run your life on chaos and crisis mode.
8. **Assess the use of technology in your life.** Does it decrease your stress or increase your stress? Be sure you are managing electronic tools, not letting the tools manage you.
9. **Take a few minutes to relax your body.** Do this at least six separate times a day. Breathe deeply. Walk outside. Stretch.
10. **Focus on your spiritual self.** Find a quiet, still place to connect to your inner wisdom or your higher power. Practice meditation on a daily basis. Journaling can also be useful.



*Life balance gives us energy and peace of mind, but it requires our focused attention. Here are some tips to achieve life balance.*

For more information or free counseling call Intermountain EAP at 1.800.832.7733.

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