



| 10 Common Work Life Balance Mistakes | Suggested Tips & Tricks |
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| Have a flawed view of work life balance and don't actually know what to search for | We assume we don't have enough of it when we feel overwhelmed or we hit a crisis point at work or home. Are your expectations too high or unrealistic? Re-align your expectations of what's possible and pursue what's realistic, don't chase other people's ideals of 'perfect balance' set your own standards. Pursue work-life happiness and what gives you personal fulfillment. |
| Don't do a career/life audit and reset work/life goals. | Review your life and career plans; what's important to you; what's working and what's not? How do you spend your time? What do you see yourself doing more or less of in the future. It's your life, how do you want to spend it? |
| Don't ask for help, don't share the load and try to go it alone. | No man is an island, so don't be! Do something about it! Use your partners, friends, colleagues and networks to help you plan, share the load or delegate and outsource. Even the greatest solo athlete doesn't get to the top of their game alone; it is the strength and support of those around us that can make all the difference. At least, with your partner divvy up the family chores and give each other down time in the weekly calendar. |
| Wait for the ideal work-life balance utopia to magically appear and forget to savor the small successes. | Don't wait for it to land in your lap, it won't! You have to engineer and create it. Chase happiness – what would satisfy you and value the small things that make us richer and wiser. It's about getting to the end of the day and being pleased with what you did manage to accomplish and less beating yourself up about things you didn't achieve and try again tomorrow. |
| Don't acknowledge there will be IMBALANCE. | Know that there will almost always be an imbalance and that's ok. We are not superhuman. Every day is a new day and at times the demands of work and life (particularly parenting) will collide and one will take preference of the other and vice versa; that's life. It's ensuring overall you maintain a happy, healthy equilibrium and if not, isolate what's getting in the way and deal with it. |
| Don't take regular time out or holidays. | 1/3 of Australians don't use their annual leave – do you? Plan a break even if it's 1 hour out to yourself a week doing something you cherish. Plan to take leave once a quarter or every six months and plan it in advance so you can look forward to it. |
| Don't get the basics right (SEEDS) – sleeping, eating, exercise, drinking, smiling. | Plan time for rest in your diary; drink lots of water not only is it good for you it, makes you think clearly and feel better. 30 mins of exercise 3 times a week should do it. Let's face it, we don't do enough so make a decision about what you can do and stick to it. |
| Procrastinate too much instead of giving it a go. | Walk the talk. Focus on what you can do/achieve and not what you can't. Feel the fear and do it anyway; what's the worst that can happen? |
| Work harder not smarter. | Manage your time like it's your most precious commodity. Guard it ruthlessly and don't give it away blindly. Get organised, use 'to-do' lists, prioritise every day. Work out every week what's critical to achieve and what isn't. The rest you can delegate, outsource, re-negotiate etc Under promise and over deliver; you'll be surprised how good it feels. |
| Don't negotiate for flexibility or manage others expectations. | Think about your flexibility needs; propose a few alternate options to your manager/partner and how you see it working; present the benefits and how you plan to overcome any draw backs; focus on what you can do, not what you can't and keep others in the loop. |