

## Achieving Work/Life Balance: Tips for Women

By Alexandra Timbas

Can we really do it all? For some, being successful means having a challenging and rewarding career. For others, being successful means having a family and perhaps raising children. For many women, however, they want to do both, and so success becomes a workable merging of the two. For all, it is the balance of work and home life that is crucial to finding happiness.

Following are the Top Ten Tips for women to achieve work/life balance:

1. **Learn and Practice Time Management.** Avoiding procrastination and getting as much as possible done at work means leaving on time, having less to bring home, and having less to worry about when not at work.
2. **Slow Down.** Even if this is impossible to do at work, slow down enough to take a look around and enjoy life. Don't schedule up all of your free time--allow yourself distance from stress and some time to just *be*.
3. **Make Weekends Count.** The weekend is two full days in which to relax, have fun doing things you enjoy, and get things done around the house or elsewhere that need to get done.
4. **Don't Work After Work.** This of course depends on the job, but if possible, leave work at work. Give your time to your children when you get home or if you don't have children, yourself. Separate work and home as much as possible in order to enjoy both.
5. **In Families With Children, Schedule "Adult" Time.** Parents need time for themselves and for each other away from their children. At least once per week, if possible, schedule some time away from the children to relax and be together.
6. **Control Interruptions and Distractions.** At work, stay focused and try to schedule yourself some time to complete work without interruptions.
7. **Set Priorities.** Be realistic and make a list of what absolutely must get done. It's easier to tackle responsibilities when they are all laid out in front of you.
8. **Keep it Simple.** Try to rid yourself of clutter in your life--literally and figuratively. Throw old junk away. Don't try to take on too much at one time. Know what you need to do and what you'd like to do.
9. **Achieve Something and Enjoy Something Every Day.** If you can do both at once, even better. Try to achieve and enjoy something every day in your work, family, friends, and self.
10. **Accept Alternatives.** If your job is too much or your company doesn't do enough to help you out, keep in mind that there are alternatives out there. If you look hard enough, there will be a company that will suit you and your lifestyle.

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