Five tips that can help you find life balance in the workplace.

Too much work is bad, too much fun is bad. Find that balance in your life, live smart. Live good. – Jc Caylen

1. **What does life balance mean to you personally?**

You must first discover what life balance means to you personally. There are many different types of balances such as fulfillment, well-being, happiness, and just being content. Each type of balance has a different meaning and applies to you depending on your age and stage in your career development. Once you figure out what type of balance you are looking for, it will become easier to discover and manage.

2. **What makes your own personal life balance outside the workplace?**

Keeping a positive mind set will encourage happiness in the workplace. You must make sure to keep a balance of your own personal happiness. Work can be very demanding and increase your stress levels. Although, doing a few things that encourage your personal happiness a few times a week can make a difference in your overall attitude. Your personal happiness should not consume your life, but it should also play a big part in it. Finding a balance is key and very necessary in order to live well and healthy. Bussinessballs.com has a very helpful article that includes a chart in which can help you figure out what makes you personally happy. It contains some key words and guidelines that can direct you in the right direction if you are unsure of where to start.

“Score or tick the items, which are most influential on your personal happiness and life balance at the moment. There are no right or wrong answers” (bussinessballs.com).

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3. **Create a schedule that encourages your own personal happiness.**

Now that you have figured out what life balance means to you personally you now know what you need to do to encourage it in your workplace. Creating a schedule that encourages your personal happiness will help reduce stress throughout the workweek. Something that encourages your happiness does not need to be as extravagant as a massage and a day of shopping. Although, that does sound amazing there may not be enough time for that. Personal happiness can be found through a short five-minute walk or a few minutes of complete silence in order to gather your thoughts. However you find your happiness, make sure to incorporate it into your schedule.

4. **Develop your own rules and Influence your own attitude.**

Influence your own attitude and habits with positive thinking. It can be hard throughout the day, constantly being told what to do, to not begin to have a negative attitude. It may not only be the workplace encouraging your mood, it can also include external factors such as family or society. It is important to remember positive energy is contagious just as well as negative. By having a positive attitude, especially in the workplace you are encouraging others to do the same. Now instead of being constantly influenced by negative external forces, you have become the positive influence.

“You cant live a positive life with a negative mind” - [www.SpirituallyThinking.blogspot.com](http://www.SpirituallyThinking.blogspot.com)

Being constantly negative can cause burn out, which is a “physical or mental collapse caused by overwork or stress” (Mathis, R., & Jackson, J). Make sure not to stress yourself out in the workplace and influence your actions and way of thinking with positive thoughts.

Working and going to school sometimes full time in each field is a reality for many students. It can become stressful trying to juggle school, work and a personal life such as a family of your own or just trying to have a social life. If you become overwhelmed and do not know how to balance these aspects in your life you can seek professional non-judgmental
help at the Cal State L.A health center. This program is called CAPS, which stands for counseling and psychological services. “CAPS specializes in mental health services which can help you express thoughts and feelings, gain perspective, alleviate emotional symptoms, improve coping skills, and make healthy changes in your life” (calstatela.edu).

5. **Ask your organization what programs they offer to promote work life balance**

Many organizations have different programs and solutions they put in place to make sure their employees are happy and motivated. Some work schedule alternatives include compressed workweek, part time schedules, job sharing, flextime, and working from home. A compressed workweek is when a full week’s work is accomplished in fewer than eight-hour days. Part time schedules are working for twenty hours a week instead of the full forty. Job sharing is when two employees perform the work of one full time job. Flex time is a scheduling arrangement made between a manager and employees in which flexibility is allowed with starting and departure times as long the work gets done as well as the hours in the week get completed. Working from home has been proven to reduce work life conflict through a study done in the Journal of Family Psychology. “The authors evaluated samples of employees in order to explore how work place flexibility can affect a work life balance” (E. J, Erickson, J. J., Holmes, E.K, & Ferris, M). Working at home gives the employee the benefit of getting their job done as well as stay at home and be with family. A study was done in the Journal of Occupational & Organizational Psychology with a total of 246 employees in which were tested using an online self-evaluation training. This training was supposed to encourage employees to find “a balance between work and private life through an emotional segmentation strategy called Mindfulness” (Michel, A., Bosch, C., & Rexroth, M). This strategy made sure the employee felt that not only the managers, but also the organization as a whole cared about them. These programs are becoming more popular as work life balance is now being encouraged in order to maintain positive employees and high productivity within the organization.

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Currently interested in an occupation that will demonstrate my professional and personal skills obtained from my education in the field of Human Resource Management.
References


Pictures


