

# PSA LINK

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PSA SHOP STEWARD NEWSLETTER

## How to maintain a *healthy* work-life balance

**Shop stewards are representatives chosen by workers to assist them in dealing with work-related matters that impact on their ability to fulfil their duties. Shop stewards are expected, sometimes unfairly, to always be available, which has an impact on a person's ability to maintain a healthy work-life balance.**

A healthy work-life balance is described as being able to divide one's time and focus equally between work, family and leisure activities. This is often a difficult task to achieve.

### Tips for maintaining a healthy work-life balance

#### Focus on your strengths

It is impossible to please people at all times. Focus on what you know are your strengths and ask for help where necessary.

#### Prioritise your time and your to-do list, in the following order:

- Urgent and important
- Important but not urgent
- Urgent but not important
- Neither urgent nor important.

#### Plan some personal time

It is important to make time for your personal life, including time for your family and time to focus on your health.

#### Learn to say "no" and set boundaries

Saying "no", is hard to do, especially at work, but agreeing to take on every case, project or even co-managing people's work, eventually results in being unable to perform your own duties on time. Create boundaries, especially time limits, of where you allow yourself to do extra work and when it is time to focus on yourself. Set boundaries so everyone can understand your availability.

#### Manage your time, long term

Create a timeline of activities. Put dates across the top and activities down the side. Break each task into components. Include family commitments – such as holidays, birthday parties, etc.

#### Make use of technology to alleviate pressure

Look at using alternatives such as Skype, instead of driving to various meetings.

#### Be realistic on what goals you can achieve in the short and long term

Understand what goals and functions you can reach each day. At the end of each working day, evaluate your progress, see what worked and what did not and how you can physically meet your goals every day. This will also help in prioritising activities.

#### Manage your mental health - take a break when necessary

Your mental health is just as important as your physical wellbeing. Take time to relax, read a book, meditate and spend time with people who support you.

**The better you are at managing your time,  
the more effective you will be in everything you do!**

