



*Work, Life,
Balance*

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Who says you cant have it all?

Health and Well Being

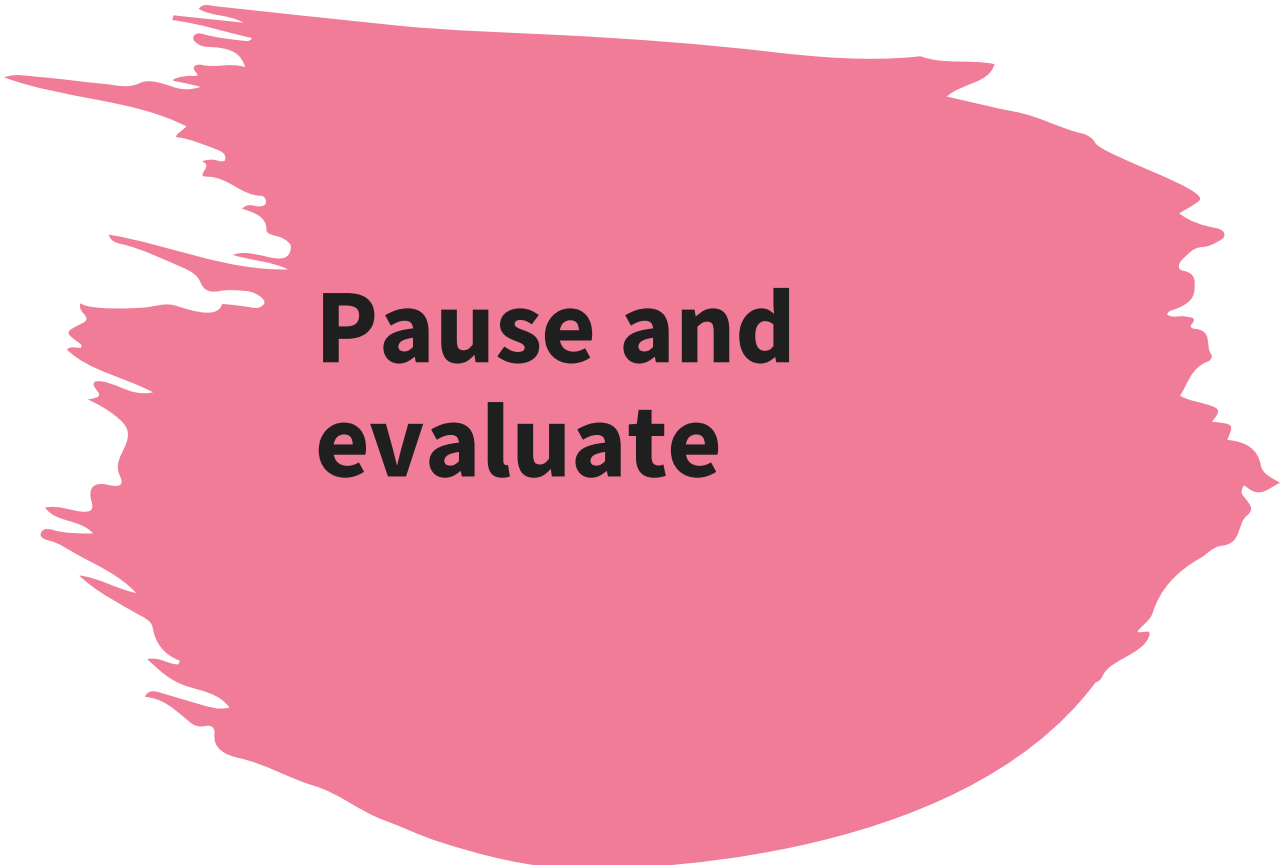
Home and Family

Career

Community

God should be the center of it all!



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Pause and evaluate

Taking time out to understand how the various parts of your life are impacting one another is a necessary step in developing a new work-life integration that serves your needs. Pause and consider your current work-life situation; ask yourself how you feel. Some questions you might reflect on include:

- Am I spending enough quality time doing what I really want?
- Am I committing enough time and energy to people or things that are meaningful to me?
- Do I still feel aligned to my professional or personal goals? Why or why not?
- Where do I feel the most stuck? What is it about this situation that makes me feel that way?

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Assess your priorities

Once you have a better sense of what you'd like to adjust, you'll want to begin identifying what you want to prioritize. Some questions you might ask yourself include:

- **What really matters to me and am I doing enough of it?**
- **Where can I make compromises? Where can't I? Where have I been making too many compromises?**
- **What are some alternative actions I can take to ensure I am devoting enough time and energy to my goals and relationships?**
- **Where can I integrate my responsibilities so I honor more than one at the same time?**

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Time management

Now that you know what your priorities are—whether that's spending more time at work to aim for a promotion or cutting back on after-hours emails by establishing boundaries—it's important to figure out how to better manage your time.

Review how you currently spend your time and look for ways to adjust your schedule where possible. You can "chunk" your time as a way to focus on one area at a time, or use a matrix system to establish your priorities when new tasks pop up unexpectedly. Learn more about [how to manage your time](#) to boost your productivity and well-being.

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Establish boundaries

Establishing boundaries is a crucial part of time management. And, communicating those boundaries will be equally important. If you can no longer respond to emails promptly after hours because you're with your family, your team will need to know.

Work boundaries fall into one of three categories—physical, emotional, or time. Start by setting small boundaries and expand from there. Learn more about [how to set better boundaries at work](#).

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**Reflect, Refine,
Repeat!!!!!!!!!!!!**

Whatever actions you decide are needed to create a good work-life balance, though, you should be conscious of the fact that you will likely need to continue to refine it over time. Big life changes can take time, so reflecting on your approach and refining it periodically will likely be integral parts of the process.

- **You set the tone for what your life will be in all areas of your life.**



***Life is not promised,
make the best of it one
day at a time.***



*The way to get started
is to quit talking and
begin doing.*

Walt Disney

Thank you

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