



April 2023: Making Time for Work & Family



“The bad news is that time flies. The good news is that you’re the pilot.” – Michael Altshuler

Welcome to the **April 2023 edition of TotalWellbeing**, your guide to the **8 dimensions of wellbeing**. This month we explore the never-ending battle that is time management and finding balance between work and family.

Finding time for yourself and your family is essential for your overall well-being. Taking time to do things you enjoy, and spending quality time with loved ones can reduce stress levels, improve mental health, and create a sense of happiness and fulfillment.

Here are a few tips to help you improve the time you spend on yourself and with your family:

1. Set boundaries and prioritize self-care. Schedule time for activities that you enjoy, and stick to them. This could be anything from reading a book to taking a walk in nature.
2. Make family time a priority. Set aside time each week to spend with your family, whether it's going out for dinner or taking a day trip.
3. Practice active listening. When you're spending time with your family, make sure to actively listen and engage with them. Put away distractions such as phones and focus on the present moment.
4. Be flexible. Life can be unpredictable, and plans may change. Be open to adjusting your schedule or plans to accommodate unexpected events.

This Month's Focus

Free Webinar:

[Making Time for Everything: Dual Careers and Family Life](#)

MINESblog:

[New to TW? Check out our past Blogs!](#)

[World Teen Mental Wellness Day: How Can We Support Our Young People's Mental Health?](#)

[National Sleep Awareness Week](#)

[National Every Person Is a Person of Worth Day: Celebrating Worth and Dignity in the Workplace](#)

Important Links

[MINES and Associates](#)

[Current Training Catalog](#)

[Balanced Living Magazine](#)

[LinkedIn](#)

[MINES Archives](#)

Contact Us

Remember that finding time for yourself and your family is not a luxury, it's a necessity. Prioritizing these things can have a positive impact on your mental health, relationships, and overall well-being. Check out the resources below for more time management and work/life balance strategies.

Remember that your EAP is here if you or a loved one is grappling with time management or work/life balance issues. You have access to free and confidential counseling, wellness coaching, trainings, work/life concierge services to help find needed daily resources, and more! Plus, an online resource library full of proactive self-help tools! Visit [PersonalAdvantage](#) for helpful articles, personal development tools, a free mindfulness app, and more!

To your total wellbeing,
The MINES Team

Living a Life in Balance

Do you feel like your life is too complicated? Are you often torn between your work and home responsibilities?

"If so, you're not alone, and you don't have to despair," says Odette Pollar, president of Smart Ways to Work, a personal productivity firm in Oakland, Calif., and author of *Take Back Your Life*. "You can gain peace and relief by making a conscious effort to reduce the complexities in your life and achieve balance."

Given all you have to do, it's easy to lose sight of what's probably your ultimate goal: to enjoy your life as you follow through on your personal and professional responsibilities in satisfying ways.

Here are Ms. Pollar's suggestions for successfully balancing your time and life.

Learn to Streamline

Speeding up and trying to force more and more into the same blocks of time isn't the best way to have more time in your life. According to Ms. Pollar, the best way to "get it all done" is to have fewer things to do by consciously streamlining your ongoing responsibilities.

Being selective about your choices and how you spend your time is important. And it's vital to keep your perspective and establish realistic expectations for yourself.

"Regaining balance starts with the awareness that something is out of kilter, that you have too much going on," she says. "From there you can identify what you want less of in your life."

Ask Yourself Questions

You can achieve balance by setting your priorities and creating a life around them. This is a long-term process and requires thought and insight.

As a way to get started, take some time to list three to five answers to these questions:

- What physical needs are important to you and why?
- What emotional needs are important to you and why?
- What mental needs must be filled to make you content?
- What causes the sense of frustration or depression you may feel?
- What does success—both personal and professional—mean to you?

Your answers will provide information you can use to make changes in your life.

Determine What You Want

Before making any big changes, consider the results you want to achieve. This will give you a starting point from which to choose a direction and set goals.

For example, you might want to:

- Enjoy work and have enough energy left at the end of the day to enjoy your home life.
- Cultivate a better relationship with your children, partner, friends and extended family.
- Do more things you'd like to do and feel more content.

By reacquainting yourself with your needs, desires and feelings, you can make a plan with a systematic approach for achieving your goals.

Respect the Process

Achieving balance is an ongoing process that requires your regular attention. As you move forward, talk with others about how they have achieved balance in their lives and share your successes.

As you continue on your road to a more satisfying life, remember the following:

- Keep your job and your life in perspective. Success at the expense of relaxation and enjoyment is not success.
- Take yourself less seriously. Learn to see and appreciate the lighter side of life.
- Learn to say "no." Be firm without apology or guilt.

"It's easier to balance a simpler life," says Ms. Pollar. "For a life worth living, eliminate the unimportant, whether it be relationships, tasks, responsibilities, possessions or beliefs."

Making Time for Yourself and Your Family

Because of the stress of a typical work week, finding time for some fun and relaxation is usually difficult. Furthermore, it may seem like making time to enjoy your life takes a lot of effort. However, finding time for yourself and your family is well worth it: The hobbies and activities we take part in together or alone often bring us great happiness and help to enrich our lives.

Why Leisure Is Important

- Physical fun, like taking an aerobics class or going on a walk with a friend, helps soothe tension and clear the mind.
- Even an hour of leisure time a day is great for the body, mind, and spirit. It helps release stress and leads to a more balanced life.
- By taking time to do things that you like to do, you are better able to have healthier and more positive relationships with those around you.

How to Have Fun

If you've filled your life with so much work that you've forgotten how to play, take some cues from kids. They easily go from one fun activity to the next, typically with smiles and laughter. Watch your child at the playground and see how he or she becomes immersed in the present activity, whether it's playing in the sandbox, scaling a climbing wall, or going down a slide. Try to have a similar state of immersion and happiness when you get to take time for you. Here are some tips to make the most of your fun times:

- Choose activities that are just for you; choose others that involve the family.
- Schedule a time for leisure into your daily calendar.
- When having family time, pick sports, hobbies, or locations that everyone enjoys.
- Take time for unexpected pleasures. Occasionally, don't schedule an activity for your leisure time during the day. When leisure time comes, do what you want.
- Quiet times during the morning can help you get ready for the day, and quiet times at night can help you unwind. Choose meditation or other relaxing, quiet activities to de-stress.
- Try to be fully present when you're having fun. Let go of cares, worries, and stress during fun activities; know that you can address what you need to after you're done with your fun time.

Having Fun Solo and with Your Family

Here are some ideas for activities to do on your own:

- Try a new hobby or revive a former one.
- Join a gym or start going to fitness classes.
- Play a new sport.
- Join a book group or enroll in a class.
- Seek an artistic outlet -- go to a museum and sketch or take pictures in a park.
- Call an old friend.
- Take a walk in the neighborhood or watch the sunset.

Some activities to do as a family can include:

- Go to a sports game.
- Go see a movie or go to an amusement center.
- Take a day trip to a special spot.

- | | |
|--|--|
| <ul style="list-style-type: none">• Take family walks together.• Have a game night.• Visit the museum.• Participate in fundraisers together or volunteer together.• Take dance, tennis, or other lessons together.• Plan a family vacation and get the whole family involved in the planning process. | |
|--|--|

If you or a member of your household needs assistance or guidance on any of these wellbeing topics, please call MINES & Associates, your EAP, today for free, confidential, 24/7 assistance at 800.873.7138.

To access past issues of *TotalWellbeing* please visit our [newsletters page](#). This newsletter is aimed at providing helpful information about various aspects of your wellbeing and then connecting it all back to important and relevant parts of everyday life. If you have any thoughts, questions, or content you would like to see covered here please get in contact with us. You can email us directly by clicking [here](#).

MINES does not warrant the materials (Audio, Video, Text, Applications, or any other form of media or links) included in this communication have any connection to MINES & Associates, nor does MINES seek to endorse any entity by including these materials in this communication. MINES accepts no liability for the consequences of any actions taken on the basis of the information provided herein, nor any additional content that may be made available through any third-party site. We found them helpful and hope you do too!

To unsubscribe from this monthly newsletter, click [here](#).