# Welfare Awareness Topic: Work-Life Balance

**Overview** –*Maintaining a good work-life balance is vital to ensure you have a sense of responsibility, ownership, and control over your working and personal life. Make sure you are checking in with yourself to ensure you aren't sacrificing your time for work time.*

Having a good work-life balance is about having a healthy balance between personal life and your job, it is very important to have a healthy work-life balance to reduce stress and prevent burnout in the workplace. Studies show that work-life balance and job satisfaction are positively related to each other, and burnout (meaninglessness, demotivation and exhaustion) is negatively related to job satisfaction.[1]

Signs you might not have a healthy work-life balance include: always working longer hours than your colleagues; being unable to turn 'off' when you aren't at work; having strained relationships as a consequence of work; tying your worth wholly to your work success or feeling unwell in your body as a consequence of work. To have a good work life balance, you will be able to meet deadlines at work while still having time for friends and hobbies, and being able to sleep properly and eat well, and not worrying about work when you are at home.

Here are some of our top tips for maintaining a good work-life balance:
- Speak up when you feel work expectations and demands are too much, don't be afraid to talk to your manager or a work colleague about it, and see if they have any suggestions.
- Take a break- remember to take proper breaks at work and ensure that a line is drawn between work and leisure.
- Prioritise your time: organise your day and schedule in non-work time- remember the importance of factors like exercise, friendships and having hobbies. Ensure that these are not sacrificed to working longer hours. Remember to be realistic about your tasks for the day and don't set yourself too much.
- Have set work hours and stick to them- set work hours for yourself and try and stick to them, making sure you don't work over hours.
- Make sure you are taking the time for self-care!

## Article/Source

- [This article on self-care](#) outlines what it is, and why it is so important, Mindful have some great tips on [practising mindfulness](#), and Mind have some [great tips on how to be mentally healthy at work](#).
- If you are concerned about your work-life balance, you can speak to your doctor, your manager, or visit [ACAS](#), who give employers and employees free, impartial advice on workplace rights, rules, and best practice.
- If you are struggling with your work-life balance, [check out this article](#) with some tips on helping yourself, and resources on helping you cope with stress.

## Support

If you would like to talk to the safeguarding team about anything you have just read, we will listen without judgement and signpost you to support. If you would like to talk to a member of the Safeguarding Team then please get in touch: safeguarding@bpp.com