

Finding a Work-Life Balance¹

For many people around the world:

- How and where people work has changed
- Homes have become workplaces
- Defining and developing a work-life balance has become important
- Stress likely is at an all-time high

On the physical side, this stress can lead to:

- Headaches
- Back pain
- Muscle aches
- Stomach trouble

Mentally, stress can lead to:

- Low morale
- Poor sleep and concentration
- Depression
- Weakened immune systems—at a time when focus should be on strengthening our health and well-being



To help reduce and relieve some of these stress-related symptoms, here are some tips on how to find a work-life balance:

Try to stay positive and relaxed

The more stress you feel:

- The worse your mood
- The harder completing tasks will be

Instead of worrying about how you will complete everything you have to do each day for your work and for your personal life, focus your energy on:

- Creating a to-do list and schedule of tasks to complete
- Prioritizing your to-dos

Practice mindfulness

When you feel overwhelmed:

- Take some time to relax
- Try to breathe deeply with your eyes closed, concentrating on your breathing
- Practice yoga
- Stretch — begin by relaxing your muscles, starting with your toes and slowly working your way to your head

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Leave perfection at the door

When priorities may compete for your time:

- Perfection may not be attainable — so don't try to be perfect
- Allow yourself room for imperfections — so if you have a less than clean house because you're also homeschooling your children or caring for an elderly family member, so be it
- Set limits, which may mean saying no to more projects at work or at home
- Only commit to what you can deliver
- Share the load — so ask your coworkers or family members for help

Demonstrate compassion for coworkers

Help someone manage his or her competing priorities, such as by:

- Recording a meeting or taking and sharing meeting notes
- Taking his or her place at a meeting
- Offering early morning or evening hours for calls
- Checking in and asking how they're doing

Take time for yourself

A few quiet minutes each day can:

- Recharge your batteries
- Help with your resilience
- Support efforts to be a better employee and a better family member

Do your best to stay healthy

To do your best at work and at home, you've got to:

- Take care of yourself
- Eat regularly — stick to nutritious foods, and do your best not to “stress eat”
- Build in exercise breaks, such as a walk around the block
- Get plenty of sleep each night
- Have your spouse or older kids pitch in around the house, such as by cooking meals and cleaning

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¹Juggling the Demand of Working at Home.

<https://www.staywell.com/insights/juggling-the-demands-of-working-at-home>. Last accessed on April 6, 2020.

Call If You Need Us

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You can file a grievance by mail or phone. If you need help filing a grievance, Customer Service is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building Washington, D.C. 20201

1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Multi-Language Interpreter Services

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Español (Spanish) **ATENCIÓN:** Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al **1-800-444-9137** (TTY: 711).

繁體中文 (Chinese) **注意：**如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 **1-800-444-9137** (TTY: 711)。

Deutsch (German) **ACHTUNG:** Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: **1-800-444-9137** (TTY: 711).

Tiếng Việt (Vietnamese) **CHÚ Ý:** Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số **1-800-444-9137** (TTY: 711).

العربية (Arabic)

1-800-444-9137- ملحوظة: اللغة اذكر تتحدث كنت إذا: ملحوظة -
برقم اتصل. بالمجان لك تتوافر
والبكم الصم هاتف - (711).

Srpsko-hrvatski (Serbo-Croatian) **OBAVJEŠTENJE:** Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. Nazovite **1-800-444-9137** (TTY- Telefon za osobe sa oštećenim govorom ili sluhom: 711).

日本語 (Japanese) **注意事項：**日本語を話される場合、無料の言語支援をご利用いただけます。 **1-800-444-9137** (TTY:711) まで、お電話にてご連絡ください。

Français (French) **ATTENTION :** Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le **1-800-**

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한국어 (Korean) 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-800-444-9137 (TTY: 711)번으로 전화해 주십시오.

Deutsch (Pennsylvania Dutch) Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzsch, kannscht du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprouch. Ruf selli Nummer uff: Call 1-800-444-9137 (TTY: 711).

ध्यान दिनुहोस्(Nepali): तपाईंले नेपाली बोल्नुहुन्छ भने तपाईंको निम्ति भाषा सहायता सेवाहरू निःशुल्क रूपमा उपलब्ध छ । फोन गर्नुहोस् 1-800-444-9137. (टिटिवाइ: 711) ।

Oroomiffa (Oromo) XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 1-800-444-9137 (TTY: 711).

Русский (Russian) ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-800-444-9137 (телетайп: 711).

Tagalog (Tagalog – Filipino) PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-800-444-9137 (TTY: 711).

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