

Time for Rejuvenation and Self-Renewal

Frantic schedules, increased job demands and family pressure all add up, and can make you feel completely overwhelmed. Is it any wonder why we feel stressed? Well it's almost summertime, time to make time, recharge the batteries and create a better work-life balance.

In our busy Sport Administrator lives, there is a conspicuous absence of scheduled blocks of planned fun or down time. To cope with overload, we might give up coffee, or take up pole dancing, or plan a weekly routine at the gym, but we seldom make time to do... nothing. Yet it's hard to think clearly and feel relaxed when we're in the midst of meetings, events and competitions. Once in a while, we just have to change the routine. This summer plan time to connect with other people. Arrange something fun, creative and rejuvenating to do, something that will engage your passion and re-energize your spirit.

Did you know? 1 in 4 Canadians report working more than 50 hours per week.

10 Ways to Create a Better Work-Life Balance

1. Create a new you – Everyone needs to admit that they can be better. Find a way to admit your weaknesses in character, skills, habits and lifestyle. Denying it in any form will cause you to procrastinate and resist growth. Figure out what's holding you back and do something about it.
2. Clarify your personal vision and life purpose – Decide what your personal mission statement is, one that captures your values, ambition and long-term goals. A mission statement is the foundation to build on your aspirations and a guide for everyday living. It is like an internal compass to keep you centered and focused on your objectives.
3. Put your plans on paper – If you can see it, you can achieve it. Posting a visible list of your goals in front of you as a daily reminder is a continual source of motivation. If you spend a lot of time at the computer, keep your list taped to the screen or send yourself 'to do' reminders via email. This will help you visualize a clear path of where you want to go and prepare you to get there.
4. Develop a network of support, including trusted friends and mentors – Surround yourself with positive people who are like-minded with positive goals and who encourage you to reach your goals. Even though we may sometimes feel we're the only ones capable of doing something, it's usually not the case. Get help, delegate.

Did you know? Research shows that your social wellness is increased by your connections with others. The more connected you are to others, the healthier you will be.

5. Be true to yourself and set clear boundaries – Setting limits and sticking to them will prevent over-committing. Make sure you follow through on the decisions you have made about what to cut back on. Setting limits between the demands of personal and work life become easier when you are clear about your priorities and values. Sometimes it's easier to feel overwhelmed rather than take charge and prioritize things that need to get done. Develop a list; then enjoy crossing things off the list.

6. Better Time Management - Time is not necessarily the main conflict between work and personal life often it's the psychological conflicts of guilt, difficulty 'turning off' work at home, pressure and anxiety that create the problems. Clarifying your values, setting priorities and actively reducing the psychological importance of one or more of your roles may be required to reduce the conflicts and the negative emotions that arise from them.
7. Avoid procrastination. The stress we often feel comes from simply being disorganized – and procrastination. Learn to set more realistic goals and deadlines – and then stick to them. You'll find that not only are you less stressed but your work will be better. Everyone takes on too many tasks and responsibilities and tries to do too much. Find a way to simplify your life. Change your lifestyle. Learn to say no. Get rid of the clutter and baggage in your house and your life.

Tip: Don't simply record the project deadline into your calendar. Schedule in time to work on the project as well.

8. Listen to your body and take care of your physical health – Incorporating exercise into your daily routine helps to reduce stress, improve blood flow and flexibility. Proper nutrition and a full night's sleep contribute to caring for yourself. Learning to indulge selflessly and fully includes pampering ourselves. Learn to pamper yourself in the comfort of your own home. Create you own oasis. Treat yourself, it's good for your spirit.

Did you know? People are sleeping 2.5 hours less per night than 100 years ago.

9. Learn how to play and relax – Turn off the TV, the cell phone and immerse yourself in your own presence. Try meditating and see yourself achieving the goals you have set out. Take care of yourself by doing the things you enjoy - like reading, playing or other hobbies. Life is simply too short, so don't let things pass in a blur. Take steps to stop and enjoy the things and people around you. Schedule more time between meetings; don't make plans for every evening or weekend, and find some ways to distance yourself from the things that are causing you the most stress. Being fully present when at home and limiting your personal life intrusions at work will help you be more efficient and effective.
10. Maintain a sense of perspective – Let go of the small stuff. Remember what's really important to you. It is simpler said than done, but learn to let things go once in a while. So what if the dishes don't get washed everyday or the house doesn't get vacuumed every week. Learn to recognize the things that don't really have much impact in your life and allow yourself to let them go—and then not beat yourself up for doing so.

In the end, the key is balance. This summer find the right balance that works for you. Celebrate your successes and don't dwell on your shortcomings. Life is a process and so is striving for balance in your life.

Sources:

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