

"MENTAL HEALTH IN THE WORKPLACE"

WORK-LIFE BALANCE



The challenge of work-life balance is one of the most significant struggles faced in this modern society. It is the challenge that you as an individual, encounters to achieve lasting satisfaction within yourself and involves physical, social and emotional stability.

What is Work-life Balance?

Work-life Balance is essentially a Self-defined state of well-being that a person can reach, or set as a goal, to allow them to balance multiple responsibilities at work, at home, and in their community. It also helps promote physical, emotional, family, and community health.

How Do You Know When You've Got It?

You know you've got your balance when:

- You are satisfied with your work and home lives most of the time
- You can fulfil your multiple responsibilities at home, at work, and in the community without guilt or regret
- You have good physical health, emotional stability and strong social connections
- You feel a sense of control over your life
- You feel that any decisions you make are informed choices rather than sacrifices
- You have the realistic expectations about what you can and cannot do

How Do You Know When You Haven't Got It?

You know you haven't found balance when:

- You are constantly tired and feel like you're running uphill all the time and getting nowhere
- You feel like you have no choices and control
- Life seems to be happening to you rather than you managing your life
- You can think of more things that aren't getting done than are getting done
- You're frequently challenged by guilt and regret that you're neglecting areas of your life or are not good enough in one or more of your roles
- You feel one area of your life is consistently dominating the others.

Consequences of a Lifestyle That's Out of Balance

The more out of balance and out of control your life feels, the more likely you are to pay physical and emotional price. You probably won't eat as healthy as you should; you may consume more alcohol, more cigarettes, more

sugar, and more fat. You are less likely to exercise regularly and are less likely to be getting enough sleep. You are less likely to have a sense of satisfaction or accomplishment and commitment to your employer. If you feel overwhelmed and exhausted, you can feel low, anxious and irritable. Your relationships can suffer. You are more likely to avoid making important changes like addressing or leaving unhealthy relationships.

The good news is that you can make a few changes to improve your work-life balance:

What can you do to improve your work-life balance?

- Schedule brief breaks for yourself throughout the day. Your productivity and effectiveness will increase if you take even a 10-minutes break every 2-hours. Believe it or not, you will actually accomplish more if you take some time out
- At the end of each day, set your priorities for the next day. Be realistic about what you can achieve in the time you have available.
- Make a distinction between work and the rest of your life. Protect your private time by turning off electronic communications. Don't be available 24/7
- Address concerns about deadlines and deliverables. As soon as you see that a deadline is unrealistic, communicate your concerns to your manager/supervisor. Don't wait until the deadline has passed
- Take all your allocated vacation time. After a vacation, you'll come back to work feeling refreshed and you will be more productive.

Finding the balance between work, family and your social life gives you a sense of satisfaction and accomplishment in your private life and working career.

Being satisfied is an emotion and it is connected to the mind. We all have the power to control our mind. When we think positive, we attract positive and negative when we think negative.

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AN OPEN MIND, BALANCED WORK-LIFE, SATISFACTION GUARANTEED!

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ISSUED BY: OCCUPATIONAL HEALTH AND SAFETY

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