



Live Well, Work Well

Health and wellness tips for your work, home and life—brought to you by the insurance specialists at Hays Companies

Taking care of yourself is one of the greatest things you can do for your kids and your job. Eat right, exercise and get as much rest as you can.

MANAGING STRESS AS A WORKING PARENT

Many parents also hold full- or part-time jobs. However, being a parent on its own is one of the hardest jobs anyone could take on. Couple that with the stress of a career and it can be too much for anyone.

It's not uncommon to experience guilt and frustration trying to balance both work and family obligations and end up focusing on the things you can't do or what you're missing out on. The key to managing both worlds is focusing on the things that you can accomplish and making the most of the time you have at work, with your family and on your own.

Get and Stay Organized

- Keep your home and office organized. That way, you won't have to waste time looking for important files or sorting through junk mail.
- Keep everything in its assigned place so you know where to find exactly what you need when you need it.

Create a Plan

- Use a day planner where you can keep track of both work and home obligations in the same place so you don't overcommit yourself.
- Make a list of what you want to accomplish each month and then break those tasks down by week or even by day. If you keep up with the schedule, you will be less stressed.
- Leave a little buffer time in your schedule in case your child care provider cancels, your children get sick or you have to work late.

Work with Your Family

- If you bring work home, make sure your home office is kid-proof by keeping important papers out of reach and placing child-safe latches on your desk drawers.

- Set up an area in your home office for your children to do "work" with you, such as coloring or doing puzzles.
- Communicate with your partner about what you need to support you, and be supportive back. Remind your partner how grateful you are for him or her.

Break Out of the 9-to-5

If you are able to set your own schedule, prioritize the tasks that you must accomplish during peak working hours and complete other tasks in the early morning or later in the evening when your children are sleeping.

Remain One Step Ahead

- Take a few minutes out of your evening to set out school clothes, make your children's lunches and set up the coffeepot. Your mornings will be less chaotic.
- Get up before your children to exercise, take a shower and get some work done.

Make Time for You

Set aside some time each day that is devoted to you. Use this time to relax or do something you've been meaning to do, even if it is just for a few minutes.

