

Juggling the demands of career and personal life?



Harmonize your work-life balance.

Change your tune with these balance-building hints that are sure to have you whistling while you work:

- Keep a log of work-related and personal activities — eliminate unnecessary activities.
- Practice time management at home and at work.
- Set aside time each day for an activity you enjoy.
- Reserve one night each week for stress-relieving recreation.
- Get enough sleep to bolster your productivity and efficiency.
- Seek help and support from a trusted friend or co-worker, or a professional if life seems too unmanageable.



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