

Why Balance Matters

When professional demands and personal responsibilities compete, effectiveness and wellbeing can suffer. Taking a deliberate approach to balance helps you maintain focus, energy and presence.

Strategic Practices for Better Balance

✓ Clarify Priorities

Identify the outcomes and relationships that are most important to you. Let these guide your calendar and commitments.

✓ Structure Your Week Intentionally

Plan ahead to allocate time for high-value work, family, recovery and personal interests. Build in transition time between meetings and tasks.

✓ Establish Clear Boundaries

Communicate availability and response times to colleagues and family members. Protect time blocks for deadlines and personal commitments.

✓ Optimise How You Work

Delegate where possible, use tools or support systems to streamline routine activities.

✓ Be Selective With New Commitments

Assess opportunities against your priorities before agreeing. This ensures your time is used where it has the greatest impact.

✓ Invest in Renewal

Schedule breaks, exercise, and restorative activities as non-negotiable parts of your week. These improve decision-making and resilience.

Regularly Review & Adjust

At the end of each week, reflect:

- Did my time allocation reflect my priorities?
- Where can I make small adjustments to improve balance next week?

Deliberate, incremental changes create sustainable performance and more meaningful time both at work and at home.