# 7 Tips For Work-Life Balance That Will Eliminate Stress

Finding that a bad work-life balance is causing you stress? In this tutorial, I will cover 7 tips to teach you how to have a better work-life balance. This is key to being able to be less stressed in every area of your life.

## Learn to Say No

One of the best things you can do at work and in your personal life is learn to say no. When there are too many demands at work, it can be very easy to become stressed. Saying no is an important part of setting healthy boundaries.

Prioritize the most important things at work and learn to say no to all the other things that might come your way. You should say no to all the things that are not a priority.

## Take More Breaks

Even if it’s just a 20- or 30-minute break, you should take a few throughout the day at work. Not taking breaks throughout the day can quickly lead to burnout at work. This burnout can carry over into your personal life which can affect your relationships with friends, your spouse, and your children.

Taking more breaks can improve concentration, help you to feel more energized, and make your work more enjoyable for you. All of these things can greatly reduce stress.

## Make Your Health More of a Priority

If you are working more than you are playing, your health is probably not a priority. If you are compromising your physical health, mental health, or emotional well-being, then you will soon become sick and take longer to overcome simple illnesses because you are always stressed.

Some of the best things you can do for your health are meditating daily and doing more stretches and exercise. You should also make sure you have a social life and are making connections with friends and family.

## Take Paid Time Off

At most jobs, you are eligible to take paid time off. Many people do not take these days because they feel like they have to be at work all the time. Some people may take the day but still answer emails or do other tasks instead of truly taking a day off.

When you take a day off, truly take the day off . You deserve time off and you need to take this time for yourself to relax or spend time with your family.

## Set Boundaries

Once you leave the office or log off from your online job, you don’t need to think about work until the next day. Avoid answering phone calls that are work-related and do not answer or check your emails.

You also need to communicate with clients and co-workers that emails sent after hours will not be answered right away. This way, they do not expect you to be on the clock all the time. Setting these kinds of boundaries is healthy.

## Have Self Compassion

It’s easy to be hard on yourself when you feel like you are not working enough. Compassion is key to finding work-life balance. Once you become easier on yourself, you will find it easier to have compassion for others which is an important life skill.

## Make Daily To-Do Lists

When you have a daily to-do list, you know when it’s time to quit work for the day. Once you have finished all the tasks, you can feel good about logging off for the day since you got everything on your list done.