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# Work-Life Balance

**Work life balance - tips and tricks for its successful implementation**



This project has received funding from the European Union's Horizon 2020 Research & Innovation Programme under Grant Agreement no. 787177.



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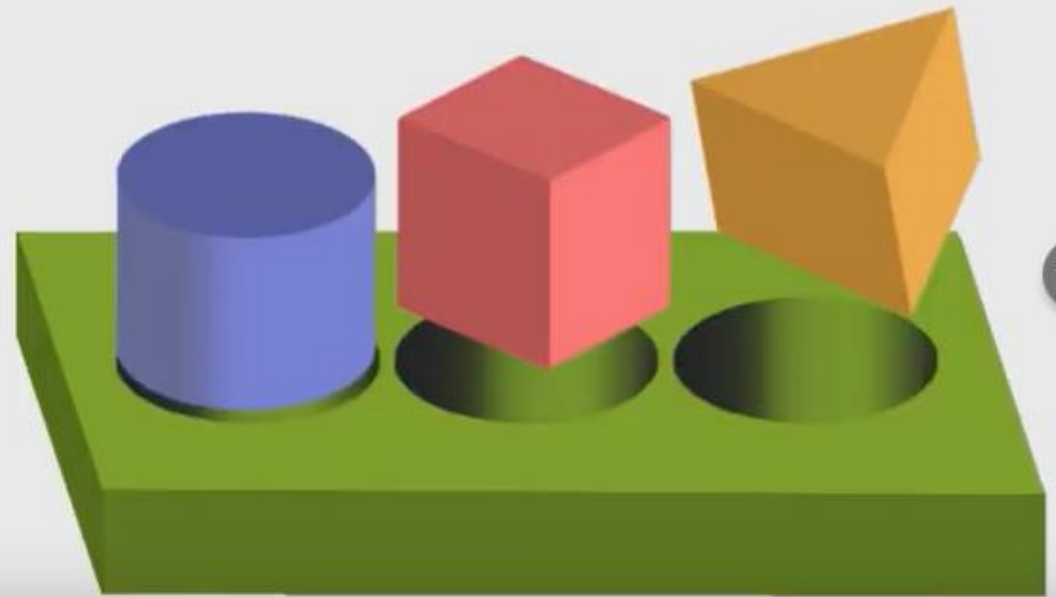
## Benefits of work-life balance:

- increases personal satisfaction and self esteem
- increased productivity, creativity and social network
- employee loyalty, commitment and motivation
- reduces stress and emotional anxiety
- prevents burnouts at the working place, leading to less sick leave



Maintaining work-life balance is a win-win situation for both employee and employer.

As different people have different needs, there is no 'one size fits all' solution, and the best work-life balance strategies also vary over time.



# TIPS ON HOW TO BALANCE PROFESSIONAL AND PRIVATE LIFE

1. WORK FLEXIBILITY

2. JOB ORGANIZATION

3. LEADERSHIP

4. WORK SMART NOT LONG

5. SET THE BOUNDARIES

6. REDUCE STRESS



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## WORK FLEXIBILITY:

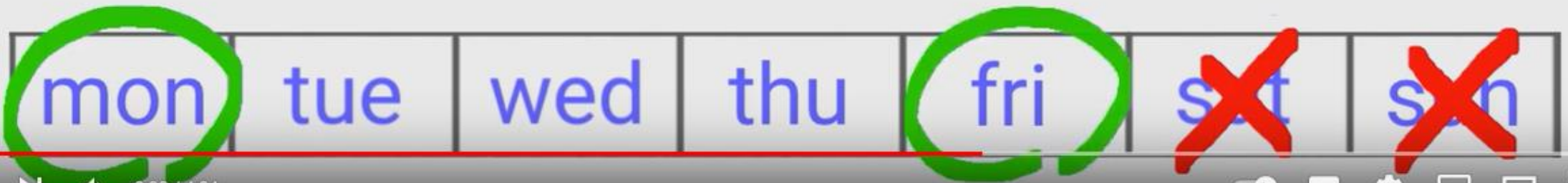
- flexible working hours
- work from home on fixed or flexible schedules
- part-time work as a temporary or permanent solution
- establishment of core working time

### core working time



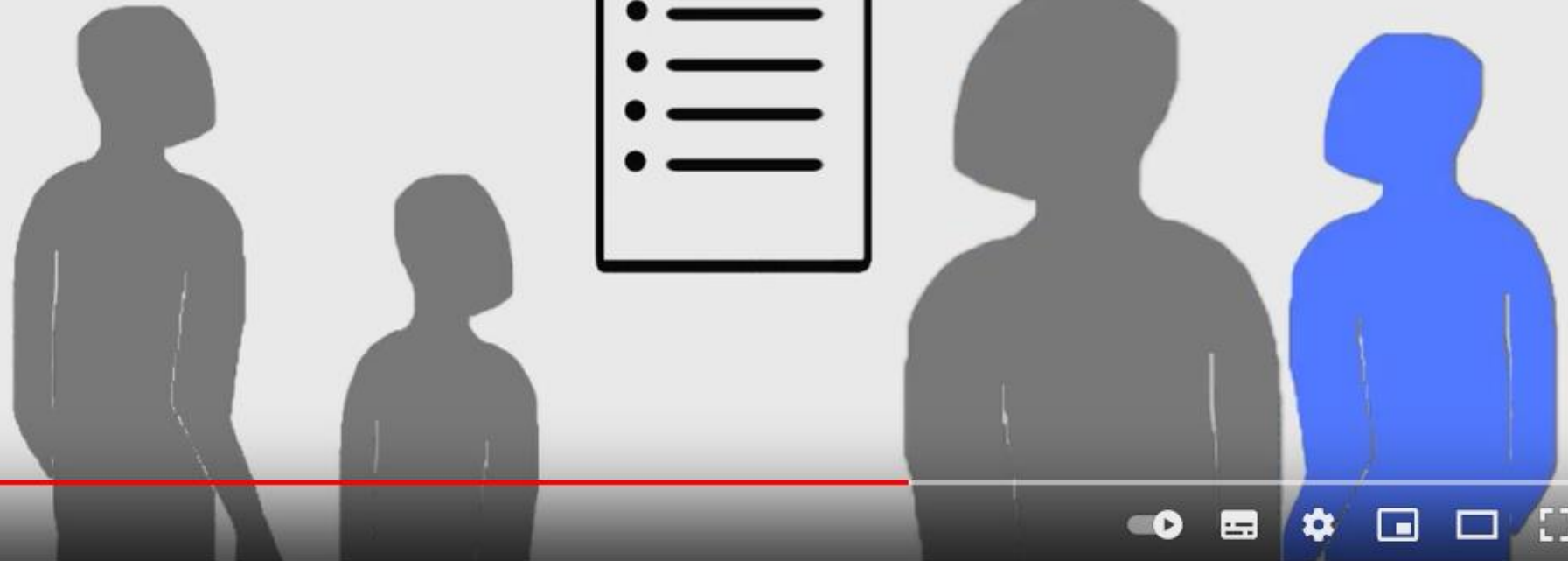
## JOB ORGANIZATION:

- organize only necessary meetings on core working days within core working hours
- when meeting, discuss concrete topics following a pre-agreed agenda
- plan workload and working hours in advance
- try to solve issues via e-mail or phone whenever possible
- family friendly travelling: avoid business traveling on weekends or holidays
- organize international events from Tuesday to Thursday, allowing Monday and Friday as travelling days



## LEADERSHIP:

- shared leadership between more people
- nominating deputies
- rotating the leadership positions
- training focused on soft skills



## WORK SMART NOT LONG:

- evaluate your capabilities before agreeing on additional tasks
- ask for help to (permanently or temporarily) decrease your workload
- connect in informal support networks to obtain feedback and help
- prioritize tasks
- take proper breaks, avoid skipping meals, take a stretch or some fresh air
- objectively assess the worker's efficiency - "visible" workers are not always more efficient



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## SET THE BOUNDARIES:

- separate work and private life and respect the boundaries of others
- interrupt free time only in case of extreme urgency
- you are not obliged to be responsive in your private time on your private accounts (e-mail, phone)
- use vacations to recharge your batteries, leave a mail autoreply on, with information on your return



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REDUCE STRESS: Do whatever makes you relaxed.

Some might enjoy socializing.

For Ben, this is spending time with family and recreation.

For Lara, this is games and travelling.

Find what suits you and disconnect.



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