



CAREER BOUND SUCCESS, INC.

Balancing your career and personal life can be challenging. The key is to manage your time effectively to enjoy the benefits of both.

Work-life balance is becoming more attainable due to continued labor shortages and eye-opening productivity of remote and hybrid work.

Top 4 Tips for Achieving a Work-Life Balance



1. Establish a Daily Plan:

- Create a schedule of your daily tasks.
- Identify and prioritize your 5 most important goals.
- Review your objectives at the end of the day to evaluate what still needs to be accomplished.

2. Set Personal & Professional Boundaries:

- Plan an end time & avoid scheduling meetings at the end of the day so you can leave work on time.
- Set a limit on how often you will check your emails after work.
- Establish specific times to return personal calls & emails.

3. Schedule Time for Yourself:

- Get up from your desk throughout the day.
 - Take a quick walk outside during lunch to maintain energy & focus.
- Schedule time for family & friends on your calendar & prioritize them like work meetings.
- Plan activities that you look forward to & bring you joy.

- Assess your personal habits, including sleep, nutrition & exercise.
 - Research shows physical activities help reduce stress & increase productivity.

4. Reflect:

- Determine what's most important to you personally & professionally.
- Set aside time each month to compare your current situation with your ideal work-life balance.
- Research top companies that promote a healthy balance including working remotely 1 day per week & added perks such as gym memberships.
 - View the CNBC article that profiles top companies with great cultures including a healthy work-life balance: www.cnbc.com/2022/03/29/10-companies-with-the-best-workplace-cultures.html
- Reassess how you allocate your time & determine new goals to enhance your time management.
- Develop a plan for creating the balance that you want to achieve.

*By managing professional and personal parameters,
you can achieve a better work-life balance!*

Jumpstart Your Job Search



Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team.

We work with professionals at all levels and across all industries, providing them with strategies to successfully land jobs!

In addition, we work with companies to provide **Corporate Outplacement**.

With one-on-one coaching, we develop personalized strategies to achieve career success.

Our services include:

- Career Direction
- Resume Preparation
- Personal Branding
- Online Image
- Networking Strategies
- Interview Training
- Salary Negotiations
- Corporate Outplacement

And More!

www.CareerBoundSuccess.com
info@careerboundsuccess.com


Tel: 212-288-7566

Career Bound Success, Inc.
70 East Sunrise Highway, Suite 500
Valley Stream, NY, 11581

Follow us on social media!



 Share This Email

 Share This Email

 Share This Email

Career Bound Success, Inc. | 70 East Sunrise Highway, Suite 500, Valley Stream, NY 11581

[Unsubscribe anewman@careerboundssuccess.com](mailto:anewman@careerboundssuccess.com)

[Constant Contact Data Notice](#)

Sent byanewman@careerboundssuccess.compowered by



Try email marketing for free today!