

# Finding Your Balance

Balance is something we have to constantly strive for. We may be able to maintain it for a while, but there's always something that comes along to knock us out of balance again. In order to keep ourselves better positioned for balance, we need to develop balancing skills. Here are some ideas in four key areas.

**Prioritize** – Make conscious decisions about how you spend your time and energy.

**List your values by priority.** Compare it to what gets your time and energy.

**Assess your relationships.** Who gets your time and attention?

**Align your activities.** Come up with a prioritized to-do list that reflects your values and relationships.

**Organize** – Put structure to your schedule, priorities, and spaces to support greater balance.

**Structure your to-do list.** Organize home/work columns by priority. Look for conflicts between columns.

**Keep a calendar along with your to-do list.** Setting reminders on your phone or Outlook program

**Planning ahead** allows you to control the demands on your time instead of demands controlling you.

**Simplify spaces** at work and home. Disorganized space is a time and energy drainer. Clear the clutter!

**Set boundaries** – Be intentional about work/life balance, and find methods to reinforce it.

**Leave work at work.** Try scheduled vs. constant check-ins. Send yourself a message to address later.

**Have a boundary ritual** to cue that work is over, like Mr. Rogers changing his coat and shoes.

**Learn to say no without guilt** so you'll be able to say "yes" to what's important to you.

**Manage technology use.** Examine your usage and consider how it aligns with your priorities.

**Share responsibilities** – When your balance starts to tip, consider turning to others for help.

**Let go of control.** Sharing only helps with balance if you can let someone else do it on their own.

**Accept your limits and theirs.** You may need to negotiate so no one is pushed out of balance.

**Know when not to share.** Don't pass on tasks that require specific skills or that you want to oversee.

**Consider hiring out home tasks,** such as cleaning or grocery delivery. It may be money well spent.



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