

# WORK-LIFE BALANCE CHECKLIST

## SET GOALS WITH TIMELINES

- Avoid over-committing and under-delivering on tasks (set realistic timelines)
- Try to handle the small tasks first to get in the habit of checking off all tasks on your priority list (big or small)
- Schedule time for relaxation every day (even for 5 mins)

## EMBRACE FOCUS TOOLS WHILE WORKING

- Listen to focus-promoting music or podcasts
- Create a relaxing space for productivity
- Eat foods that promote focus: high fiber grains, berries, dairy, and fruits

## AVOID DISTRACTIONS

- Create daily time frames for each task on your list
- Ask for help from valuable resources that can help keep you efficient
- Turn your phone on "airplane mode" to avoid receiving calls and texts during work time

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