

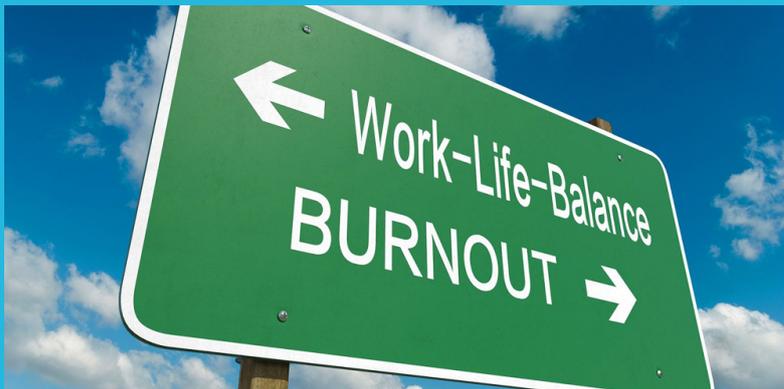
The bad news is time flies. The good news is you're the pilot.

Why is work-life balance important?

Work-life balance is an important part of a professional's well-being and success.

An effective work-life balance could lead to:

- Increased happiness: Many people feel happier when they make time for the things and people they care about.
- Increased productivity: Many employees report higher productivity rates when they create a strong work-life balance. By taking time to rest and accomplish personal goals, you may be more productive in your career.
- Higher career satisfaction: With proper work-life balance, many people find they are more satisfied in their work. They are also more likely to stay in a company where work-life balance is a priority.
- Better health: Work-life balance can help reduce stress. You can make more time for healthy activities such as exercise or meditation if those are part of your goals.



10 Tips to Find the Perfect Work Life Balance



1. Analyse your work and personal life in detail
2. Find a way to rejuvenate yourself
3. Prepare a to-do list for the home and office
4. Set boundaries at work
5. Master the art of delegation
6. Get rid of unnecessary tasks
7. Ignore your smart phone and emails when necessary
8. Spend your weekends wisely
9. Learn to say NO when required
10. Avoid multi-tasking often