

Maintain daily balance

Here are some tips to help you maintain balance daily between work and home.

At work

- » **Get organized**: start by categorizing your tasks according to importance and urgency to keep some time in reserve. Plan uninterrupted moments to stay focused and effective. Don't forget to schedule breaks.
- » **Take regular breaks**: take short breaks to head off exhaustion and vary your pace, alternating between remote work and the office, if possible, for a change of scenery and to see colleagues.
- » **Unplug after work**: at the end of the day, mute notifications and email to truly switch off.

At home

- » **Take care of your health**: work out, meditate, enjoy leisure activities, eat right, get enough sleep, avoid addictions. All of this will prevent stress and anxiety from building up.
- » **Disconnect from screens**: monitor your screen usage to allow enough time to enjoy life and protect your sleep.
- » **Maintain social connections**: spend time with friends, go see a show, volunteer or simply talk to people. These activities can help reduce stress and break through isolation.
- » **Get support**: ask someone to watch the kids, get teens involved in tasks, share responsibilities with your partner and express your needs to get the help you need.

Learn about the key factors to your well-being

Take time to regularly take stock of the day's events:



- Your successes, the times you felt at your best.
- The actions, people and situations who gave you positive energy.



- Your moments of doubt, where your value was questioned.
- The most difficult situations that made you feel like you were losing control or that caused you anxiety.

If you have been feeling the symptoms listed in this brochure for over two weeks, get in touch with a resource that can help.



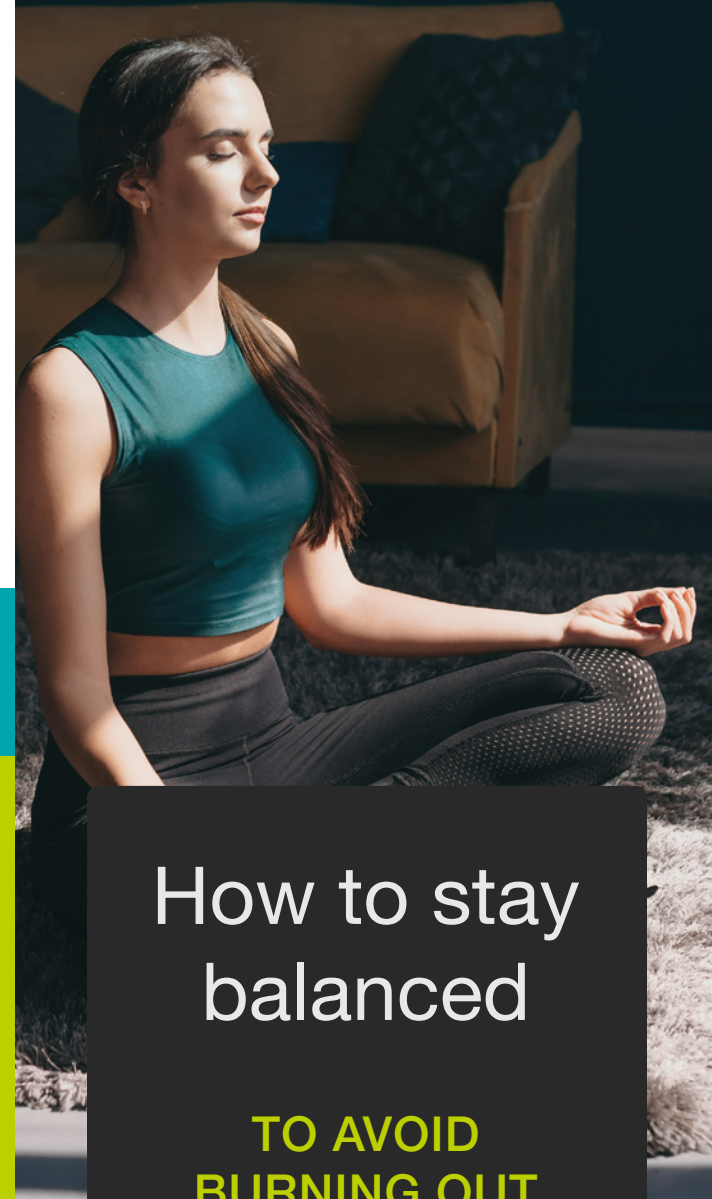
I ask for help when I need it

811: Info-Social
(Choose option 2)

24/7 phone assistance

A psychosocial professional will analyze your needs and refer you to the right resource for your circumstance.

Get more information to take care of your mental health at: <https://quebec.acsm.ca/en/>



How to stay balanced

TO AVOID BURNING OUT

Signs of exhaustion

Are your work or family life (or perhaps both) eating up all your time? Are you afraid of burning out? Here are a few common signs to help you react fast.

> Physical symptoms



Problems sleeping



Fatigue



Cardiovascular problems



Weight fluctuations



Lack of concentration



Headaches and back pain

> Psychological symptoms



Depression



Anger/irritability



Feeling of incompetence



Loss of self-confidence



Thoughts of suicide



Negative perceptions

> Behavioural symptoms



Isolation



Violence/aggression



Emotional withdrawal



Substance abuse



Absenteeism from work



Reduced productivity



Being scattered

I take stock of my mental health

For many people, work-life balance isn't easy, and it's important to step back to assess your situation.

Here's a short [quiz](#) to take stock of your mental health:



What are the benefits of stopping to take time for yourself?

When you feel difficult emotions or anxiety, it can be tempting to **avoid** them by:

- » working more
- » planning new projects (purchases, renovations, travel, moving, etc.)
- » consuming too much alcohol
- » abusing screens
- » working out excessively

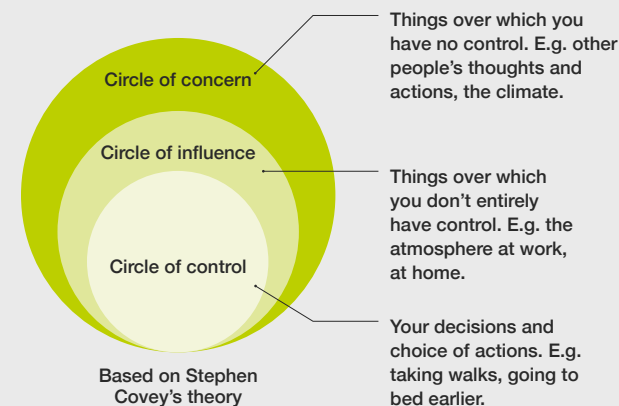
The many things we do to escape our painful emotions can end up **exhausting** us further. In fact, our habits can prevent us from processing our emotions, which can teach us important things about ourselves.

Learning to identify your **own signs of exhaustion** to better deal with them will help you **stay balanced** despite life's twists and turns.

Strategies to avoid burnout

Focus your energy on what you have control over

Trying to **manage all** your concerns puts you at risk of wasting energy and **exhausting** yourself. Take a moment to reflect on what you have control over and where you can best focus **your energy**.



Learn to say "no"

To avoid burnout, it's important to learn to set limits, because it's essential for balance.

Dare to assert yourself despite the discomfort: Feeling guilty doesn't mean you are guilty. You may not be used to putting yourself at the centre of your decisions.

Express your needs: Don't hesitate to tell the people around you what you need to feel better. *"When... I feel... I would like..."*

If you are precise about your needs, they will know how to help you.

Delegate: Take an inventory of tasks you can hand off to others to lighten your load and see it as an opportunity for others to develop and learn rather than weakness on your part.