

# Top Ten Tips for Work-Life Balance...

**Take the first step** toward work-life balance by making a conscious, realistic declaration of where your priorities lie.

**Set clear boundaries** between the time you spend at work, and the time you devote to your home life. Then stick to these boundaries.

**Simplify your life** and avoid the trap of taking on too many tasks and responsibilities.

**Schedule time for yourself** and for the things that you enjoy (hobbies, new learning opportunities, time with family and friends). Personal commitments are just as important as professional ones.

**Understand the difference** between the things in your personal or work life that you can control, and those that you can't. Then let go of what you can't control, without guilt for doing so.

**Replenish your energy** at work. Stand up, stretch, take a short walk or focus on deep breathing.

**Take one day at a time** and avoid the needless pressure of continually thinking about what you have to do this week, month or even this year. Then tackle each project one at a time.

**Slow down**, life is too short; you don't want it to pass you by in a blur. Take steps to stop and enjoy things and people around you. And find ways to distance yourself from the things that are causing you stress.

**Plan for fun.** Fun and play are an essential part of living!

**Recognize that a temporary lack of balance is normal** at different times in your life, and that it's up to you to shift your life back to a better balance

# Psychological Benefits of Laughter

**Creates emotion of euphoria.** The surge of endorphins carries not only the benefit of blocking the pain signal to the brain, but makes you feel happy.

**Elevates our mood in times of distress.**

**Prevents 'mountain-out-of-a-molehill' syndrome.** It can help us gain perspective when we might be overreacting to something relatively small. Humour can change the meaning of an event so that it does not seem so terrible or overwhelming.

**Laughing at ourselves reduces embarrassment.**

**Helps us connect with friends.**

**Increases creativity.** Humour is about making connections, seeing things that weren't there, and thinking outside of the box. It stimulates your mind and energizes you.

# Physical Benefits of Laughter

**Endorphins are released,** creating experience of euphoria and reducing pain. Your breathing becomes deeper, sending oxygen-enriched blood and nutrients throughout the body.

**It boosts your immune system** by increasing infection-fighting antibodies and lowering stress hormones.

**Gives your body a workout!** It exercises your abdominal, respiratory, diaphragm, and facial muscles. It helps burn the same amount of calories as if you'd spent several minutes on the exercise bike. It has been said that 10 minutes laughing is the same as 100 rows on a rowing machine!

**Improves brain function.** It stimulates the emotional and logical sides of the brain, and eases muscular and psychological tension. This helps you stay alert, and enhances your ability to learn and retain information.

**Enhances Immune System** – by increasing infection-fighting antibodies and lowering stress hormones. Dr Norman Cousins successfully battled his own cancer with laughter, as described in his famous book, "Anatomy of an Illness".

**Decreases Pain Levels** – Laughter releases endorphins, a neurotransmitter with the same chemical structure as morphine. They block the pain signal from reaching your brain.