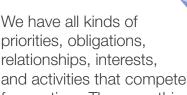




## FINDING BALANCE



for our time. There are things we really must do and things that we want to do because they make us happy. Balance means taking care of both categories ... without changing the number of hours in the day.

When you find balance, you can feel fully engaged in whatever you're doing. You don't feel guilty or worry that you should be doing something else.

## How can I find balance?

Balance is about prioritizing your own wellness. It means understanding that your obligations to yourself—the things that make you feel well, like that Sunday book club—are just as important as your obligations to your boss, teachers, family members, and anyone else who expects your time.

Balance is also about learning to say no. This can be harder than it sounds! A good strategy is called assertiveness, which helps you talk honestly about your needs while respecting others. You can find assertiveness courses through community organizations, campus services, and other organizations.

## **Quick tips**

- Set a schedule that includes all of your obligations and fun activities—and stick to it
- Make sure that your to-do list is realistic. It's easy to underestimate how long a task will actually take
- Try to start assignments early so unexpected issues won't be as difficult to work around
- Take your breaks away from your desk, and try to work in some physical activity. A short walk is a great way to take a break and reduce stress!
- Take advantage of resources. You may be able to access supports through your school, campus, or workplace
- Join a group, club, or team around something you enjoy—it can be fun and broaden your social networks
- Give everyone in your home a chance to discuss their needs and expectations. You can work together to figure out how you can share obligations equally

