

Tips for Senior Executives to Maintain Work-life Balance for Themselves and their Staffs

With the constant demands at work and managing the responsibilities of a team or organization, stress can become an everyday way of life. Stress is the body's physical, mental or chemical reaction to circumstances that startle, excite, puzzle, or irritate. How an executive deals with stress is key to his/her well-being. It also sends a strong message to the workforce and can influence the manner in which they manage their own stress.

Tips For You:

- **Strive for work-life balance.** Your life should be made up of a number of different aspects. A healthy work-life balance will bring more enjoyment to your life and will make you more energized, creative and productive in the workplace. You owe it to yourself, your family and your employees.
- **Take short breaks.** In times when you're mentally stressed, take a break to clear your mind. Try to get away from your desk for lunch or walk around the block. Stepping away from work briefly allows you to relax and recharge.
- **Provide a soothing and uplifting environment.** Decorate your office with cherished photos, plants to liven up your workspace, or items that can lift your spirits when you're feeling stressed. The state of your environment can impact your emotions/mood.
- **Treat your body with Respect.** Don't relieve stress through bad habits such as excessive smoking and alcohol consumption. It will only wear you down physically and emotionally which will add unnecessary stress to your body.
- **Leave work at WORK.** It's important to distinguish your work life and living a life outside of work. Don't burn yourself out by doing work after you get home at night. Enjoy some free time and get a good night's rest to handle the tasks that can be addressed tomorrow.

Tips For Motivating Your Staff:

- **Act as a positive role model.** Set a good example for healthy living and working: Instead of a candy bowl at your meetings, have fruit. Take the stairs instead of elevators and offer water instead of soda when you meet with your staff. Remind your staff of the importance of occasionally taking a break. Stretch your legs and manage by walking around. Be respectful of staff leisure time--weekends and evenings are times for restoring work/life balance. Encourage your employees to use this time accordingly.
- **Make healthy eating a daily tasker.** Refuel your energy with healthy snacks like fresh fruits and vegetables. Eliminate refined sugars from your snacks. Treat your staff to a visit rather than treat yourself to a cookie.
- **Set weekly health goals within your office.** You can be creative with this through making health goals as a team. Brainstorm together what you can all achieve as a group for each week such as "Brown bag healthy lunches", "Commit to 30 min. of fitness", or "Cut back on unhealthy foods".



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Be the DRIVER to a Healthier Workforce.

An Executive Guide



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You've held meetings at this table.



Now hold one at this.

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