

# Work-Life-Study Balance



## Developing a work-life-study balance.

Balance for different people means different things. Everyone has different responsibilities and tasks in their lives so there is no one solution to tell you. You have to work this out yourself but there are tips and tricks to getting this to work for you.

Work through creating a working recipe for your work-life-study smoothie.

First questions to ask

*What does work-life-study balance mean for you?*

*Why is it important for you*

Characteristics of a good work-life-study balance are

- There are clear boundaries set between work, study and life.
- There is a focus on time management skills to get that balance happening
- There are strategies to utilise when the stress rises and the balance wobbles
- There is flexibility to adjust when the need arises.

Like many things studying requires perseverance and resilience along with motivation. These are skills that are built not innate qualities people have. Your actions to get through the challenging times are developing these skills.

## What kind of smoothie are you creating?

What does work-life-study balance mean for me?	
Why is it important for me?	

## The ingredients to the smoothie?

What are the thing that are on your <b>MUST</b> list for each week?	
What are the thing that are on your <b>MAYBE</b> list for each week?	
What are the thing that are on your <b>TREAT</b> list for each week?	

Remember to include self-care

**The recipe to the smoothie?**

From above, how much of your ingredients are needed each week.

Thing	MUST? MAYBE? TREAT?	How much time?	Thing	MUST? MAYBE? TREAT?	How much time?
<i>e.g. Gym</i>	<i>Must</i>	<i>3x1hour</i>			

**Mixing the smoothie**

Now create a spreadsheet (it's better as a spreadsheet so you can move blocks around). Set up as a week with hour blocks.

Put in the **MUST**, **MAYBE** and **TREAT** ingredients into the blocks. Don't forget the blocks of sleep and commuting.

Print it off and put it in a place that everyone can see. If people can see your plan, then they can support you with this plan.

If it helps, use a time management app. There are plenty out there. Microsoft has To Do, which comes with your Office 365.

**Review the recipe**

You need to see if this mix is the mix that serves up a great result. Does it fit and work? Is it balanced or is there something that makes it...well just not smooth? Trial your mixture for at least 2 weeks before reviewing it completely. You can tweak things as you go but plan in a time to review everything as one.

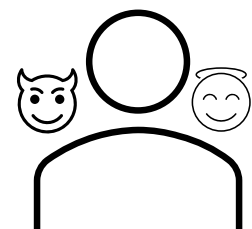
Consider the following questions when you review

- Where did things work? Where did things not work?
- What combination was successful? What combination felt jolty?
- Did you overcommit on some things? Under commit?
- Could some of the **MAYBE** things actually be **TREATS** or **MUST** things?
- Did anyone support you with this plan? Could you ask for support?
- Did you plan enough breaks? Or did you treat yourself to too many breaks?

**Angel/Devil on shoulders – who are you going to listen to?**

We all have those inner voices that keep us focused or lead us astray, or even stop us from doing something. It's important to acknowledge those voices but also it's really important to let the "angel" speak louder and for more time and drown out that "devil". Take a moment to plan out a strategy.

- What helps you know when you are off task, are feeling underconfident or even stopping yourself? What do you normally do in these situations?
- What works to push through these situations?
- What will be your actions next time this happens?

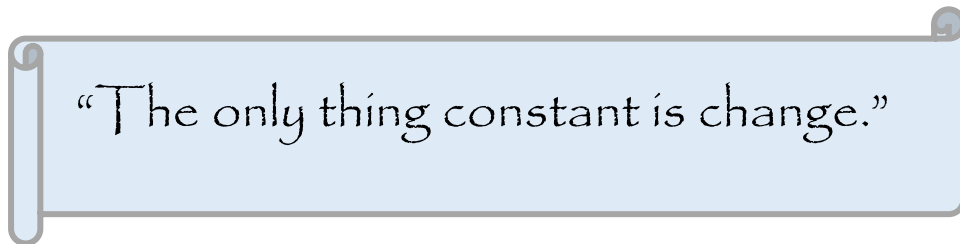


## Final thought to your smoothie.

Oh – and just in case you think that you will eventually get it happening, that you have found the perfect healthy, tasty recipe..... Just be aware... the only thing guaranteed about finding balance – it won't last forever.

Resource: Work-Life Balance is a cycle not an achievement. [LINK](#)

Heraclitus, a greek philosopher said



## EXTERNAL RESOURCES

If you feel you would like to look at some resources other than above, click on the links below to get your thinking going.

Murdoch University. Ten tips to balance study, work, and family life	<a href="#">LINK</a>
Charles Darwin University Australia. Six tips for balancing work and study	<a href="#">LINK:</a>
Czech Universities. How to maintain a work-study-life balance	<a href="#">LINK:</a>
Student Super. How to create a good work, life, study balance	<a href="#">LINK</a>