

# Work—Life Balance

A 6-step guide for **Today's Modern Working Woman** that's juggling it all from her home office



*Karie Millspaugh*

# Preface

Work-life balance while working from home is something you master over the years. I found myself somewhat depressed the first year working for myself until I found the necessary balance.

Working from home doesn't mean you are *ALWAYS* working.

Your home is your sanctuary, your safe space from the world and if you find yourself sitting alone in your car, in the garage with a carton of Haagen Daaz, sobbing, then perhaps you've made a wrong turn at some point and that safe space has now become your prison.

Allow me to give you a few tips that I have learned along the way.

Please take to heart and follow my 6-step guide to achieving work-life balance.

# Step 1

## Stick to virtual office hours

- Choose work hours that you are at your very best for focus time and stick to them – working in increments of 2-3 hours has proven to be more productive.
- Do your best to not check your work emails and voice messages after hours or on your days off.
- Truly unplug on your off hours/days and schedule play time to hold yourself accountable to stay away from your home office & computer. You will be surprised at how much energy you will have on your next workday with enhanced clarity & focus.



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# Step 2

## Turn off your notifications during work hours

- Social media notifications can wait, turn off all notifications except for emergency texts and calls.
- The silliest notification can cause you an hour or more of distraction, therefore delaying your productivity time. Save that type of activity for your break times.
- Most smartphones have a do-not-disturb feature to use during workhours with the option to allow certain numbers to bypass that function. Example: family members, your boss, clients, etc.

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# Step 3

## Limit work to one area only

- Your home is your sanctuary, the last thing that you want is to turn every room in your house into a work zone.
- Keep your work area to one space only – so that when you sit in your family room, you can truly unplug without your laptop right next to you.
- If you have a door to your office, close it when you're not working during your virtual office hours.
- Keep all work-related items in your office or on your desk.

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# Step 4

## Create a FUN work environment

- Choose to decorate your home office with your favorite colors, photos, objects that bring you joy.
- This is your designated fun workspace to feel creative and productive.
- Be sure that it's clutter free and organized with systems in place to keep it that way.
- If you enjoy your workspace and feel calm, happy and peaceful – you will enjoy your office time even more.
- Plenty of natural light is also ideal to keep you awake and focused with a window view so that you don't feel caged in.

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# Step 5

## Take multiple breaks throughout the day

- Set a timer and take as many small breaks as you can.
- Walk your dog, get the mail, take your coffee break outdoors, even lay in the sun if you can.
- Take a walk while listening to your favorite podcast.
- Stop eating while working at your desk and turn on a fun episode that is light and fun while enjoying your lunch break. My favorite is a house project show on HGTV.
- These small breaks will help you reboot and unplug and increase your productivity throughout the day – the faster you get your work done, the quicker you can spend time with your loved ones.

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# Step 6

## Create healthy boundaries

- Just because you work from home doesn't mean you're available for your friends or family to stop by or ask you to run errands for them.
- Kindly remind your family and outer circle that you have a full-time job that requires your full attention during your virtual office hours.
- Limit interruptions by having a sign outside your door 'in a meeting' or something equivalent.
- Your career deserves respect and so do you. Stick up for yourself by being strict about your focused work time.

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# Let's connect!

Hey There!

I'm Karie.

We **Promote People with Purpose** with our Digital Marketing and Public Relations Agency!



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