



Have you ever felt that your projects are beginning to take over your life? It's quite a common feeling, because Project Managers and teams usually work long hours on a project to ensure it's success. Work becomes "everything" and as a result, your personal life becomes #2.

In this part two newsletter, we've offered 10 serious tips to help you...

### ***Get a Work / Life Balance on Projects—Part I***

What is a "Work / Life Balance"? To us, it's "getting the maximum enjoyment from your work time and personal time, every day". This means really enjoying the time you have at work, and the time you spend after hours, so that you're getting the most out of what life has to offer. The reverse of this is not enjoying your job, and not having a personal life. If you're in that camp, then read these 10 tips to get back on track:

#### **Tip 1: Prioritize**

Sit down over a nice warm drink and ask yourself this question. "If this was your last day on this planet and you were reviewing your adult life to date, then what would you say about it and what would you wish you'd done differently?" Think long and hard about this question, then write down your answer. Now set out a clear vision for what you're going to do differently, from this point onwards.

Remember, you may not need to make radical changes to improve your life. It's usually just about priorities. Write down a new set of priorities for your life, ones that mean the most to you.

#### **Tip 2: Set Goals**

Now you need to set yourself 3 personal goals, to help you "get the maximum enjoyment from your work time and personal time every day". For example, your goals might relate to your physical health, your personal time or the way you approach your work. The goals must together help you to achieve your perfect work /life balance (as defined above).

#### **Tip 3: Watch your Hours**

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It makes sense that to achieve a perfect work/life balance, you need to enjoy both your work, and your personal life. If you work around the clock, then you may not get the time to have a personal life. So try and balance your work time, family time and personal time, so that you actually make time to achieve your goals.

#### **Tip 4: Look after Yourself**

You should now set out a health plan for the next 2 months, to make sure that you look after yourself as best as you can. Set simple goals for eating the right foods, exercising 2-3 times a week and doing the little things that make you feel good. If you feel great, then you'll gain tons of new energy you never new you had before, and you can throw this new energy into things that make you feel even better.

#### **Tip 5: Socialize**

We're not all "social butterflies" but it's a well known fact that socializing with good friends is a great way to reduce stress. Make a special effort to make a new friend sometime soon. It may sound corny, but new friendships often add spice to life.

These 5 tips, along with the 5 tips in the next newsletter will help you to get the most out of what life has to offer. At Method123, we care about you. So go for it—give it your best shot!

*And there you have it. If you would like to download a set of Project Management Templates to help bring your project on track, then see [Method123](#) —or [Watch this video](#) ...*

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Kind regards

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