# 5 top tips for achieving work-life balance

Finding balance starts with self-awareness and a willingness to keep showing up for both your work and your life, staying honest with yourself about what you need, checking in regularly, and adjusting when something feels off.

1.

Hit pause to power up

Take micro-breaks - step outside, stretch, grab a breath of fresh air, or simply look away from your screen. A tiny reset boosts focus, reduces stress, and keeps you feeling more energised.
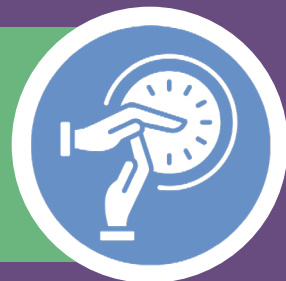
2.

Breaks = better work

Try the '25-minute focus + 5-minute break' rhythm (check out The Pomodoro Technique in The Beating Burnout topic). Get more done in less time and leave work feeling mentally lighter.

3.

Switch off so you can 'switch on'

When your work day ends, log off, silence notifications, and step away from work devices. Proper mental rest helps you unwind faster and improves your overall wellbeing.

4.

Make a 'day is done' ritual

Create a simple end-of-day routine - sing in the car, a short walk, or packing away your workspace. This signals your brain that work is over, helping you to transition into personal time smoothly.

5.

Fix your wake time - not your bedtime

Keep a consistent wake time, even when your bedtime routine changes. A steady body clock = better energy, better mood, and better sleep quality. Visit the Sleep topic for more top tips!

TOP TIPS

Don't forget to visit the Sovereign Resource Hub for more top tips and to watch the achieving work-life balance webinar.

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