

Self-Care and Figuring out Work/Life/School Balance:

Do you struggle to balance it all? Balancing Work, School and Life can be one of the biggest challenges a student faces. One of the most important steps you can take as a student is to figure out how to balance all of the commitments in your life.

Create a Balanced Time Budget:

- ✓ A great resource to start thinking about your time and how to balance it is through the LinkedIn Learning course [Balancing Work and Life](#)
- ✓ Start by consolidating all of your calendars and schedules so you can adequately assess your time constraints and available time.
- ✓ Create Time Budget. Assign time blocks (start and stop time) that you can commit to in each area of your life (Work, Life and School). Be sure to include personal, family and self-care time.
- ✓ Aim to perfect the perfect ratio between the commitments in your life.
- ✓ Learn to draw “Lines in the Sand” or set stopping points for certain activities such as “study-time” or “work-time”.
- ✓ Are you able to connect your personal values to the tasks you are accomplishing? This LinkedIn Learning session gives some great tips to [Connect personal values to productivity](#).

How to Define Balance:

- ✓ Establish the difference between urgent and important priorities. The following LinkedIn Learning video gives some good strategies on how to do so: [What Prioritizing Really Means](#)
- ✓ Be honest about your needs and priorities. Are they compatible? If not, what can give to ensure they are compatible? Make a list of tasks and commitments and identify those that are important, urgent and non-important. Can you cut some of the non-important tasks completely?
- ✓ We are in charge of taking control and the responsibility of creating balance in our own lives. What boundaries can you put up to create balance? How can we reinforce those boundaries when needed?
- ✓ What does a balanced day look like for you? Make a list of the perfect day. What tasks and experiences must be included? Think holistically and be sure to include adequate time for sleep, family time, exercise, self-care, etc.

Self-Care: When we are busy, taking care of ourselves can become the last priority. Especially when balancing work, school and a personal life. The following article is a great place to start thinking about the important elements of self-care: [12 Ways To Take Better Care of Yourself](#).

- ✓ Aim to get 7-8 hours of sleep every single night. This way you are resting both your mind and body. It will help prepare you to tackle the tasks of the next day. Studies show that pulling all-night study sessions are not effective. You lose the ability to concentrate after a certain point and it takes many days to recover from the lack of rest. Set a regular bedtime and try to stick to it.
- ✓ Schedule regular self-care time doing the things that are relaxing to you. Whether it be reading, listening to music, meditating, walking your dog, etc., dedicate at least 20 minutes a day (more if you can). Block this important time out on your daily calendar.
- ✓ Make sure you are eating regular, healthy meals. It is important to fuel both your body and mind, which will prepare you to take on additional mental stress. Eating well keeps your mind sharp and enhances your memory

- ✓ Do not be afraid to say “no”. Only commit to things you must do (like work and class) and the things that bring you joy (playing with your kids, getting exercise).
- ✓ Incorporate regular exercise into your routine. It helps to improve your mood and reduces stress and anxiety. Even a 30-minute walk around the neighborhood will help clear your mind and elevate your mood.
- ✓ Aim to have a 10-minute quiet break (or meditate) every single day. This is a time to rest your mind and recuperate. Scott Schute has some good suggestions on how to incorporate meditation into our daily lives in his video course [Mindful Meditations for work and Life](#)
- ✓ Andy Puddicombe explains how important taking just 10 minutes a day for ourselves can be in his TedTalk: [The Importance of Self-Care](#). His focus on mindfulness and being present are important reminders that clearing our minds from clutter can help in all aspects of our lives.

Ensure you are Staying Connected:

- ✓ [Create Connections](#): The importance of feeling a sense of belonging is critical to overall emotional and mental well-being. It is easy to withdraw from our family and friends when we are overwhelmed and stressed. Brené Brown explains the power of vulnerability in her Ted Talk [The Power of Vulnerability](#).
- ✓ Are you finding joy and wonder in the world around you? This LinkedIn Learning session [Exploring Wonder and Creating Personal Connections](#) gives perspective on the importance of how we experience the world. How can you infuse Joy into your daily life?
- ✓ Does your support system include positive people who lift you up? Identify the people who support your goals, celebrate your successes and bring positivity into your life. How can you nurture those relationships to ensure you have a robust support system?

Resources:

<https://www.berkeleywellbeing.com/well-being-survey.html>

LinkedIn Learning Videos/Courses:

- ✓ <https://www.linkedin.com/learning/balancing-work-and-life/welcome?u=42275329>
- ✓ <https://www.linkedin.com/learning/thriving-work-leveraging-the-connection-between-well-being-and-productivity/welcome?u=42275329>