

# What *you* can do to bring *balance* to the way you work

Do you need to send that email after 6pm or before 8am? *Try crafting your email and setting a delay to send it*

Help others balance their workload. *Think about email Subject headings, eg. "Not urgent - for action Monday"*

Only send emails/meeting invites to people who need to read them / be there. *Just touching base? Make a call instead of booking a meeting*

Set expectations and set up an autoreply / auto-signature indicating when emails will be read



Check the work status of staff before calling. *eg. Respect that annual leave is a time for rest and recreation*

Cultivate high trust – *knowing outcomes will be achieved*

Create a team etiquette, *eg. No contact on weekends*

Make sure you try to take a lunch hour from 12-1, or block out an hour to catch up on emails

Talk to your manager about setting reasonable boundaries as the workload varies

**Try choosing 2 or 3 of these ideas (or others) and test them for a month. *If they work – continue!***  
**And remember to *keep (or revisit) your my simple thing* and reach out to EAP if you need to.**