Healthy living is all about balance

In order to be an efficient employee, a good parent or a supportive partner or friend, you need to make sure that you look after yourself and put your own needs first when necessary. The more balanced, healthy, and content you are, the better you will be able to cope in times of stress and provide support to your loved ones when they need you.

Achieving balance is a lifelong pursuit that cannot easily be summarised, but here are some of the key focus areas that you can use as a starting point for your own journey.

Work

- **Master the art of time management.** Create a daily action list, prioritise important tasks, and learn to delegate responsibilities.
- **Stop multitasking.** Focus without interruption for a designated period of time on your tasks one-by-one. Once a task is completed, take a break, away from your desk, to relax and unwind before starting your next one.

Life

- **Nurture relationships.** Make time for friends and family and share worries with them. They will help you keep things in perspective. And don't forget to take time out for enjoyable activities with them too – that way you'll keep these relationships strong.
- **Choose happiness.** Exploring happiness and what makes you happy is a worthwhile starting point. Gretchen Rubin, author of *The Happiness Project*, says that there are two types of happiness, one that is instant and gratifying and one that results from realising our goals and desires which build self-esteem. Both are important, and life should include a balance of each.

Wellbeing

- **Adopt these daily healthy habits.** Eat a variety of healthy foods every day and include at least five servings of fresh fruit and vegetables in your diet. Drink at least 6-8 glasses of water a day and aim for around 7-8 hours of sleep a night.
- **Exercise regularly.** Aim to work out for 30 minutes on most days of the week. One of the best ways to get more energy is to exercise, and a regular routine also has the added benefits of helping you get more sleep and reducing stress and anxiety.

Living a balanced life is a juggling act. Try to improve on the areas of your life that you're not happy with or that are sources of unnecessary stress, and never give up on living the quality of life that you want to live.