

# Maintaining a Healthy Work/Life Balance

When you are back at work, it is important to keep a healthy balance between your work and home life. It's important to stay healthy and happy at home to ensure you can be productive at work. It is up to you to manage your health in a way that suits you.

## Tips to help you manage at work

- Everybody needs to work longer hours from time to time. Stay aware of your workload and hours and make sure you always take regular breaks. If at times you do need to work longer, try to limit this to alternate days for a maximum of 2 – 3 times per week and don't let this become a habit.
- Take your breaks away from the desk and ideally go outside and enjoy the fresh air!
- Spread your annual leave throughout the year. This helps make sure things don't get on top of you and you are always fresh.

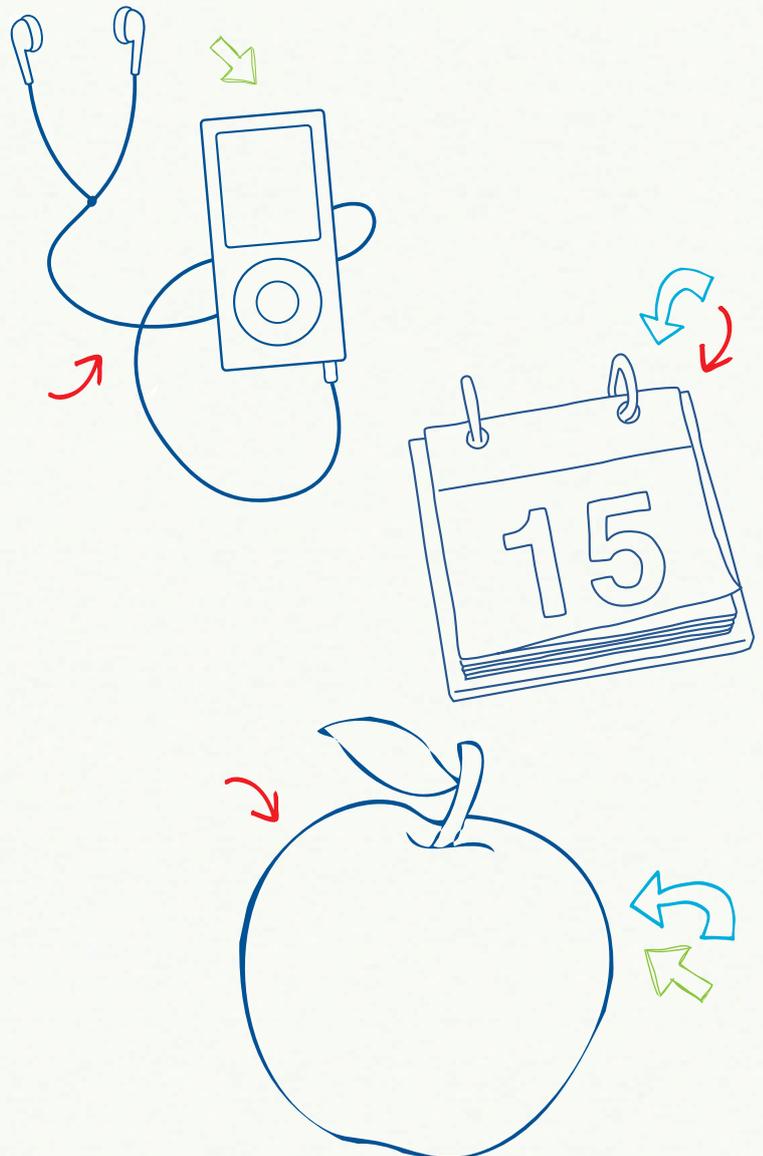
## Keeping healthy at home

- A healthy lifestyle can make a huge difference to your wellbeing. You can boost your immune system with a balanced diet, 6 – 8 glasses of water per day and your '5 a day'. Try to avoid 'mood foods' such as chocolate.
- Relax! It is important to relax to ease tense muscles and unwind the mind. Visit friends, treat yourself with a massage, listen to music, do something you enjoy... it's good to nourish your soul!
- Relaxing visualisations can have a dramatic influence on stress. It can be as simple as imagining yourself on a beautiful beach or in a gorgeous garden. There are also many relaxing guided visualisations available online or on CD.
- Breathing can help if you're feeling very tense... let your shoulders drop and breathe a single long breath out. With counting breath, the idea is to count longer on the out breath than the in breath. For example, 3 in, 5 out. This will bring the oxygen and carbon dioxide into a healthier balance and reduce the production of adrenalin.

- Exercise: It is important to start gently and build up slowly. Exercise aids muscle strength and flexibility, boosts your immune system, lifts your mood, aids sleep and can act as a pain killer.
- Sleep: Avoid cat naps, have a sleep routine, unwind before bed, don't eat a big meal or drink caffeine or alcohol before bed.

## And above all have fun!

Don't use all your energy at work. If you don't have time for fun/exercising/relaxing then perhaps you need to speak to your employer.



*maggie's*  
People with cancer  
need places like these

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