

BALANCE PERSONAL PROFESSIONAL RESPONSIBILITY WITHOUT LOSING SLEEP



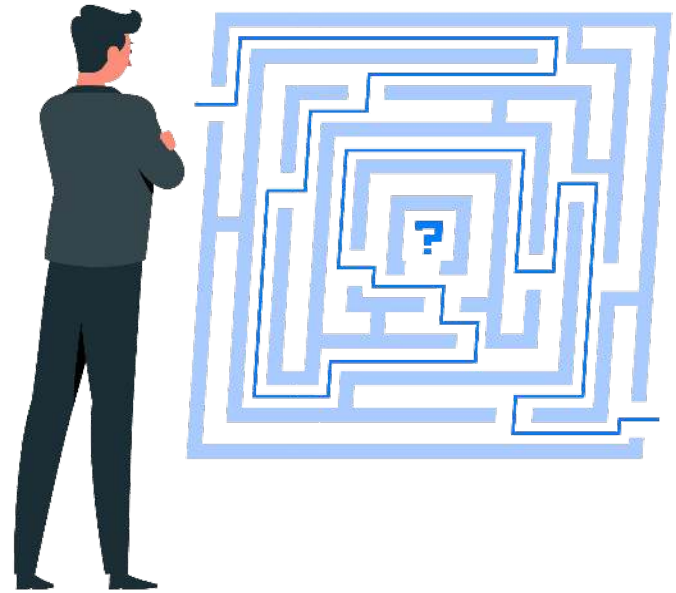
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BALANCE PERSONAL AND PROFESSIONAL RESPONSIBILITIES WITHOUT LOSING SLEEP

Welcome to the constant curveball called life!

With all the responsibilities on your shoulders, you can expect to have some challenges.

Balancing personal and professional responsibilities can be difficult. You probably feel like the only way to get everything done is to sacrifice sleep. But nothing could be further from the truth!



The good news is you can get everything done and still enjoy plenty of rest.



BALANCE PERSONAL AND PROFESSIONAL RESPONSIBILITIES WITHOUT LOSING SLEEP

TRY THESE TIPS TO BETTER BALANCE YOUR RESPONSIBILITIES, WITH TIME TO SPARE:

- 1. Dedicate personal and professional time. It's important to set boundaries between personal and professional time.** This is the first step in being able to balance both areas of your life. Split your day accordingly and stick to the separation.
 - Professional time doesn't have to mean hours at the office. There may be a presentation you're preparing for tomorrow's board meeting. If tonight's the prep night, get it done!
 - How you use your time slots is up to you. Just avoid allowing the other aspects of life to take over out of turn.
 - It may sometimes be hard to stick to the separation, but respecting the general rule certainly helps.
- 2. Prioritize responsibilities.** Now that you have a better understanding of how to set boundaries, focus on prioritizing. ***How you spend your time is dependent on what's most important to you.***
 - If you're always addressing urgent matters, the important ones may constantly get overlooked. Urgency rarely means importance to you. Handle the important duties first whenever possible.
 - Try planning your week in advance. Sure, there may be times when the plan is interrupted. But having a plan goes a long way in keeping you ahead of the game.
- 3. Keep responsibilities in perspective.** Remember that Rome wasn't built in a day. It's okay to leave some things for tomorrow. As a high achiever, you always want to show your super powers. But you may actually paint a better picture by showing composure.
 - ***It's better to do fewer things well, than more things poorly.*** This approach shows organization, confidence, and aptitude. Those who rely on you are usually impressed by those traits!
 - Take turns with your spouse when putting the kids to bed. You may feel more like a parent if you do it all the time, but you're already a great parent just by being around!
- 4. Sleep when it's bedtime.** It's actually easier than you think to get sleep! ***All it takes for a good night's sleep is the same amount of commitment you give to your other responsibilities.***
 - After all you've accomplished in a day, it must be easy to dedicate seven hours to downtime. It's the least you can do for yourself!
 - Practice meditation techniques to relax you before bedtime. If you're not careful, you'll spend the first three hours of bedtime planning tomorrow's activities!
 - Once you're rested, you'll have the mental and physical energy to take on everything on your plate.

Always try to remember that without adequate rest, you may end up being ineffective at your responsibilities. Rest promotes concentration and gives you energy to keep going. Without rest, you may end up fumbling on the field.

Practice these balancing techniques, maintain a regular sleep schedule, and watch everything fall into place!

HOW TO SET UP YOUR BEDROOM FOR A BETTER NIGHT OF SLEEP

If you're not sleeping well, the rest of your life suffers, too. There are few things better or more satisfying than a good night of rest. But sleeping soundly can be challenging. Life circumstances can disrupt sleep, and we can't control everything going on in our lives.

But we can control our bedroom. Make the most of your sleeping environment and give yourself the best chance to sleep like a king or queen.



FOLLOW THESE TIPS AND GET THE SLEEP YOUR BODY AND MIND ARE CRAVING:

1. **Mattress.** Finding the right mattress is a pivotal part of getting a good night of sleep. There are so many options that it's easy to feel overwhelmed. If your bed isn't comfortable, head out to the store and try out few mattresses
 - Avoid being stingy if at all possible. Think about how much time you spend sleeping and how long you'll keep your mattress. Spend what it takes to be comfortable. A good mattress is one of the best investments you can make.
2. **Light.** For most of us, the darker the better. Minimize the amount of light in your room. Controlling light is especially important if your schedule requires you to sleep during the day. Ensure that your bedside clock doesn't put out too much light.
3. **Noise.** As little noise as possible is the best option for most. However, some people prefer to fall asleep to the sounds of the ocean, rain, or white noise. Figure out what works for you. If you're forced to sleep in a noisy area, ear plugs can help. A fan can also be useful to drown out unwanted noise.
4. **Keep a drink handy.** If you frequently find yourself needing a drink in the middle of the night, keep one available so you don't have to get out of bed and further disturb your sleep. You might also want to limit eating near your bedtime, as this is a common cause of thirst during the night.
5. **Psychological comfort.** What do you need to feel comfortable? A locked door? Closed windows? A teddy bear? Create a bedroom situation that is most conducive to sleeping comfortably. Don't be afraid to pull out your favorite blanket and a few stuffed animals if that's what you need.
6. **Temperature.** Each of us has a perfect sleeping temperature. Studies show that a cool room works best for the average person, but you might not be average. Experiment and discover what works the best for you. An extra blanket or a small adjustment to the thermostat might make a big difference.
7. **Electronics.** Clocks, phones, tablets, and TVs can all contribute to a poor night of sleep. Keep the electronic devices to a minimum. Ideally, put away all the electronic devices for at least an hour before bedtime. You'll find it easier to fall and stay asleep.
8. **Pets.** Studies have shown that allowing pets in your bed is a serious obstacle to a good night of rest. However, women often report that sleeping with their husband is more disruptive than sleeping with a pet. Either way, think about how your pet affects your sleep.

HOW WELL DO YOU SLEEP?

ARE YOU MAKING THE MOST OF YOUR SLEEPING SPACE? IT'S EASY TO THINK THAT ANY MATTRESS IN A ROOM IS ENOUGH TO SLEEP WELL. AND, THAT'S TRUE FOR A FEW PEOPLE. HOWEVER, MOST OF US WOULD BENEFIT FROM MAKING A FEW CHANGES TO OUR BEDROOM.

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