

Work and leisure



HOW TO ACHIEVE A GOOD WORK-LIFE BALANCE

Discuss it in pairs and think of things you could do to not only have it but also maintain it.

Daily Routine and Hobbies

Sleeping and waking

in the evening
at night
to get to bed early
to stay up late
to work all night
to get tired / drowsy / sleepy
to get undressed
to get into bed
to set the alarm for 6 o'clock
to read yourself to sleep
to drop straight off
to doze off / nod off
light sleep × deep sleep
to be sound asleep / fast asleep
to sleep like a log
to lie awake
insomnia / insomniac
sleeping pill
to count sheep
bad dream × nightmare
to snore
to sleepwalk
to talk in one's sleep
to wake with a start

to be an early × late riser
to sleep late / sleep in
to oversleep
In the morning
the alarm goes off
to hear the alarm
to jump × crawl out of bed
to do one's exercises
to take a shower × a bath
to clean / brush one's teeth
to gargle / use mouthwash
barefoot(ed) × wearing slippers
to shave
safety razor
disposable razor
electric razor
shaving cream
aftershave
hair gel
to put on one's make-up
to clean one's shoes
wide awake × bleary-eyed
to have a hangover
to take painkillers

All in a day's work

to commute
to walk to work
to walk the dog
to catch × miss (e.g. a train)
to get to work on time × be late for work
timetable / schedule
tea / coffee break
to have st on
a busy × slack day × a day off
to be rushed off one's feet

Parts of the day

in the morning
at noon / midday
in the (early × late) afternoon
in the evening
at night
at bedtime
night shift
he's working nights
at bedtime

Hobbies

to take one's mind off work
to keep oneself occupied
home × car maintenance

to renovate fix up / do up old machines
he's good with his hands
handyman
do it yourself (D.I.Y.)
collector
to collect
stamps
coins
autographs
postcards
antiques
glass
china
dolls
toys
sports cards
beer cans
specimen
example
precious × valuable × priceless
sentimental value
rare × unique
genuine × counterfeit / fake / phoney (US)
forgery
to exchange / swap

Now you're going to watch a video that will show you a few habits to start following to achieve a better work-life balance.



Answer the questions:

- 1. What is the primary focus of the video?**
 - a. How to advance your career rapidly
 - b. Tips for improving work-life balance
 - c. Strategies for working longer hours efficiently
 - d. Steps for starting your own business
- 2. According to the video, why is it important to identify your goals before adopting new lifestyle habits?**
 - a. To prioritize what's most important to you
 - b. To increase your working hours
 - c. To maintain focus solely on professional growth
 - d. To avoid starting new projects
- 3. How can working in a job you love impact your perception of work?**
 - a. It will feel more like a hobby that you enjoy
 - b. It will make you more productive but feel monotonous
 - c. It will still be stressful regardless of your passion
 - d. It will decrease your work-life balance
- 4. What suggestion does the video offer to avoid putting too much pressure on yourself?**
 - a. Adding more responsibilities to your routine
 - b. Being kinder to yourself and avoiding unrealistic expectations
 - c. Increasing your daily workload gradually
 - d. Ignoring your feelings of stress
- 5. Why is planning in advance considered crucial for achieving a good work-life balance?**
 - a. It allows you to fit in all necessary activities, including hobbies and family time
 - b. It ensures you complete all work tasks early in the day
 - c. It prevents you from making last-minute adjustments to your schedule
 - d. It focuses solely on planning work tasks efficiently

6. **What is the benefit of creating a calendar for your tasks, according to the video?**
 - a. It helps you visualize your schedule and make adjustments as needed
 - b. It makes it easier to add more work commitments to your day
 - c. It ensures you remember every task, no matter how small
 - d. It forces you to stay within the same routine every day

7. **Why does the video recommend sticking to set working hours, especially for those working from home?**
 - a. To increase the number of work tasks completed daily
 - b. To maintain a clear separation between work and personal life
 - c. To reduce the time spent with family and friends
 - d. To encourage working overtime for career growth

8. **How can learning through podcasts and audiobooks contribute to personal development in a time-efficient manner?**
 - a. They provide opportunities to learn while doing other activities like commuting or household chores
 - b. They require full attention, making them suitable only for free time
 - c. They replace the need for taking courses or attending workshops
 - d. They are useful for learning during work hours only

9. **What are some lifestyle changes the video suggests for increasing energy levels and improving work-life balance?**
 - a. Drinking caffeine and working late into the night
 - b. Waking up early, eating nutritious food, staying hydrated, and sleeping well
 - c. Reducing sleep hours to have more time for work and exercise
 - d. Eating fast food and skipping exercise to save time

10. **What is the purpose of taking planned time off as advised in the video?**
 - a. To avoid missing any important updates or work events
 - b. To rest and recharge, leading to higher productivity upon returning to work
 - c. To catch up on pending household chores and obligations
 - d. To ensure continuous work output by working during vacation time

(Transcript)

As we live in such a fast-paced environment, many of us tend to cross the boundaries of work and home life with 24/7 access to emails; it's easy to get carried away and do work chores at all hours of the day and night. However, burning the candle at both ends could have a disastrous effect on your health. So, to help you find a better work-life balance, we will walk you through 10 easy habits that you can adopt to improve your personal and work-life.

Identify your goals

1. **Identify Your Goals:** The first step you need to take is identifying your goals. For example, if you want to start your own business while working a full-time job, you're going to need to dedicate a lot of your spare time to your startup. So, before you adopt any new lifestyle habits, think about what is important to you and then plan how you will achieve it. Do work that you love.

2. **Do Work That You Love:** If you work a job that you genuinely enjoy, it won't feel like work, but rather a good hobby that you're getting paid to do. So, if you get that dreaded feeling before you head out the door or log on for the day, you should think about your career path and find something that you will be happy doing for the rest of your life. Stop putting so much pressure on yourself.

3. **Stop Putting So Much Pressure on Yourself:** Many of us fail to find work-life balance because we put too much pressure on ourselves. Do you pack too many home chores into your evening routine? Are you striving to be the perfect parent and employee? If you're sobbing in agreement, you need to start being kinder to yourself.

4. **Plan in Advance:** Great planning is the gateway to a perfect work-life balance. To get the most out of your day, you should schedule time to exercise, to see friends and family as well as for hobbies that you like to do. By planning in advance, you'll be sure not to neglect one of the important factors in your life!

5. **Create a Calendar:** Create a calendar, whether it's in written or electronic form. By writing down your tasks and plans, you'll have a better overview of your day and you'll be able to shuffle things around and give yourself some much-needed down-time, too. Stick to set working hours

6. **Stick to Set Working Hours:** With so many people across the globe working from home, it can be hard to stick to set working hours, but this is a vital tip to follow if you're seeking a good work-life balance. By following specific working hours, you'll be able to separate work from personal chores and will be more focused.

7. **Learn and Listen:** With only a limited number of free hours in the day, it can be challenging to do additional learning to develop your skills. This is where podcasts and audiobooks come into play; you can kill two birds with one stone by listening to inspirational content while commuting or doing household chores.

8. **Adopt a Healthier Lifestyle:** To have higher energy levels and get the most out of your day, you're going to need to adopt a healthier lifestyle. Waking up early, eating nutritional foods, drinking enough water and getting enough sleep is a vital part of achieving an excellent work-life balance. So, while you're striving to achieve career success beware not to neglect your health!

9. **Delegate Tasks:** We often overload ourselves with tasks because it's easier for us to complete them rather than let others take over! However, if your duties are getting you down, it's time to ask for a helping hand! Whether it's small tasks at work or household chores, ask for some assistance and delegate tasks that you can't stay on top of!

10. **Take Time Off:** If you're a workaholic, you'll probably be scared to step away from your devices and take some time off in case anything goes wrong in your absence, but you need time to rest, too. Planned time off will help you relax, recharge your batteries and be more productive on your return, so schedule in a holiday, even if it's just to laze about at home for a few days. Achieving a good work-life balance is simple when you learn to let go a little and be more organised.

That said, if you're looking for more tips and tricks, visit CareerAddict.com for more advice.