



5 ways to help employees achieve and maintain a healthy work-life balance

Work-life balance is key to our well-being. As a leader it's important to ensure your team has healthy work routines, so they can feel and be the best versions of themselves, in and out of the office. In fact, supporting employee mental health not only boosts morale and improves performance but also positively affects the safety and happiness of your employees. Consider the following actions to help your team achieve and maintain a healthy work-life balance.

1. Share tips on setting boundaries

It doesn't matter if your employees work onsite, have a hybrid schedule, or are fully remote - we're all susceptible to the "always-on" work culture.

By reminding your team to establish firm boundaries that best fit their personal needs and working styles, you're showing them that well-being is a priority. Whether it's adhering regular and reasonable hours, engaging in a healthy daily routine, creating a dedicated workspace if working remotely, or putting aside time for self-care - giving your team the flexibility to practice what's best for them will lead to better harmony between their time at work and their time at home.



Tips for leaders:

- + Share tips on setting boundaries
- + Foster open conversations
- + Know how to manage each employee's workload
- + Encourage utilization of benefits
- + Lead by example



2. Foster open conversations

You play a crucial role in making your people feel heard, included, and important. Connect frequently and intentionally with your team. Ask how they are feeling about their work pace and volume and really listen. Ask what support would be helpful and encourage questions and concerns.

3. Know how to manage each employee's workload

It's important to efficiently distribute and manage workload across your team to maximize performance, which in turn helps your employees feel confident and satisfied rather than overwhelmed and stressed. Check in with your team to see how they are managing their workload and offer tips to improve efficiency when workloads are heavy – strategies such as time blocking, minimizing the number of meetings, using a task or project management tool, or delegating tasks to others with similar skills can all impact workload.

4. Encourage utilization of PTO and well-being benefits

As a leader, you have a unique position to recognize when someone is feeling overwhelmed and point them to the resources available to help them manage stress, build emotional resilience, practice mindfulness, and find happiness.

At Providence, we offer solutions across the behavioral health continuum. Members have access to everything from self-help tools to 24/7 crisis support. We make it easy and affordable to access help, virtually and in-person.

5. Lead by example

Take the opportunity to model healthier behaviors. Use your vacation days, avoid sending emails outside regular working hours, work flexible hours when family needs arise, and take movement breaks throughout the workday. This sends a strong message to your team that it's important to prioritize self-care and to do what they need to do their best work.

**Want to learn more about how you can support workplace mental well-being?
Our team will be glad to help!**

WorkplaceWellness@providence.org | [ProvidenceHealthPlan.com](https://www.providencehealthplan.com)

