



WORK / LIFE HACKS TOOL KIT

Are you looking for ways to get your work/life balance back? Check out our hacks below.



SET GOALS AND SCHEDULE TIME TO WORK ON THEM

What do you want to achieve in your personal and professional life? Set your long-term goals and then plot smaller, more achievable milestones that will help you get there. Make sure you allocate time in your week to work on your goals so you can continue your progress.



MAKE TIME FOR THE GOOD STUFF

What makes you happy? Whatever you're into, be sure to make time for it in your schedule.



CELEBRATE PROGRESS AND KEEP A 'DONE' LIST

It's important to celebrate progress and small successes – they may seem insignificant, but they're critical in achieving your longer-term goals. Everyone has a 'to-do' list, but a 'done' list is just as important – it gives you a sense of achievement, and can help you enjoy work more.



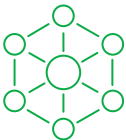
GET A LITTLE HELP

No one can go it alone. From hiring the right people, and keeping them, to building a network of trusted experts, work is easier when it's a team effort.



MAKE YOUR TIME COUNT

Life's not about the time you have, but what you do with it. Make the most of your time off, do the things you enjoy, try new things you've never considered, travel, play with your kids and where possible combine work with play.



OUTSOURCE WHERE YOU CAN

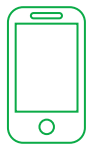
Hate life admin or mundane chores? Outsourcing may be your best friend. From gardening and cleaning, to deliveries, sharing economy platforms like Airtasker can be a lifesaver and free up time for the more important stuff.



WORK SMARTER

The old saying 'smarter not harder' is true. Look at where you're spending your time verses where you would like to spend it. If the balance isn't right look at ways to get better equilibrium – invest in technology, people, resources or better time management.

Streamline the tasks that take the most time, or tackle them when you're at your most productive. Task management platforms like Trello or Asana can do wonders – as can promising yourself a reward on completion.



BE TIME EFFICIENT AND EMAIL LESS

Consider the best way to tick off your goals. Good emails take time to craft, and there's no guarantee you'll get the answer you want. Get a faster response by picking up the phone, or try instant business messaging platforms like Slack.



SAY NO

However hard you work, there are only so many hours in the day. Decide what's most important to you, and never feel guilty if you have to say no to something, it simply means it didn't make the cut.



SEEK ADVICE, LEARN FROM OTHERS

Networking will give you exposure to new ideas or ways of working. Join your local trade association, or LinkedIn industry groups, and let the community know what you're all about.

FIND OUT MORE AT WWW.CGU.COM.AU/MORETIME