

Work-Life Balance: Ideas for Everyone

The Athena Swan Work-Life Balance Group would like to remind everyone about the importance of a good work-life balance.

Our work-life balance survey of SHS staff in August 2024 indicated:

*71% of staff report sending **emails in core hours** (9am - 5pm) /**delaying send** on emails outside of core hours*

*98% of staff report **NOT selecting reply all** unless necessary.*

In light of these results, please consider the following questions and consider changes you can make.



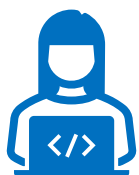
Your work life balance: Do you manage to create a healthy balance between work and home life? What would help you to do this even better?



Colleagues' work life balance: Do you respect other's work life balance? Do you try to send emails in their working hours (or use delay send)? Do you try to schedule meetings between 10am and 4pm?



Time efficiency: Do you schedule meetings for 55 minutes max? Are there non-essential meetings/events you could remove from your diary? Do you limit non-essential email traffic (e.g. don't 'reply all')?



Focus time: Are you keeping some time free of meetings/teaching each week? Are you making use of your allocated scholarship and development time?



Lunch break: Are you taking a daily lunch break and taking time for yourself or seeking the company of others?



Annual leave: Are you taking all your allocated annual leave and avoiding work in non-workdays?