

Work Life Balance For Dummies

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Work Life Balance For Dummies

But while work-life balance is an increasingly popular term, many of us are still unsure about how to achieve it, or lack the confidence to approach employers to negotiate flexible working hours. Work-Life Balance for Dummies will offer readers advice and simple strategies to achieve more balance whatever their situation.

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Work-Life Balance for Dummies will offer readers advice and simple strategies to achieve more balance whatever their situation. Discover how to: Work out your priorities; Put off procrastination and improve your time management; Move your boss towards work-life balance; Cast your net wider and change jobs and employers; Plan a relocation; About the author

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Many people achieve work/life balance by making very large changes to their lifestyles — changing careers, social lives and even locations. In this part, I explain what downshifting means and how the process varies from one person to another.

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Jeni Mumford is the author of Life Coaching For Dummies and is a profes- sional coach and facilitator. Much of her work with clients centres around helping them to get the right balance across all areas of their lives.

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Book Review: Work-Life Balance for Dummies Jeni Mumford and Katherine Lockett's <->is a must-read for any employee. The simple self-help book discusses what we can do as individuals to ensure that we do not neglect work-life balance.

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HBR Guide to Work-Life Balance

“Work/life balance may seem like an issue for individuals, but it also should be a concern for businesses,” said Max Messmer, chairman of Accountemps and author of Human Resources Kit For Dummies® 2nd edition. “Whether it’s through flexible work schedules, telecommuting arrangements or other options, companies can benefit from helping their teams balance professional and personal ...