



Separating work problems from home problems



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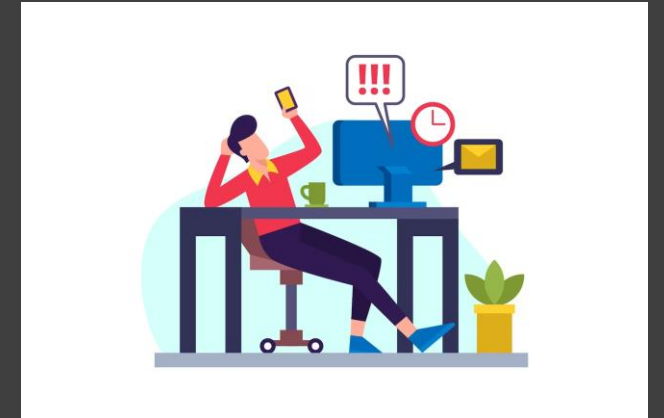


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Introduction

Entrepreneurs frequently struggle to strike a balance between their personal and professional life. Even if managing a business can take up all of your time, it's crucial to distinguish between personal and professional issues. Most business owners find this to be very difficult and even choose to ignore this crucial reality. However, business owners who do not keep their personal and professional lives apart are more likely to fail. This guide's objective is to provide entrepreneurs with useful, pragmatist advice that will help them balance their concerns. Additionally, it highlights the value of maintaining a balance, identifies potential risks, and offers advice on how to handle such situations successfully. This manual presents potential solutions to probable problems that may develop while also serving as motivation and assistance to entrepreneurs in building a solid basis for their businesses.





Learning Objectives

- ✓ Understand the concept of work-life balance and get a clear understanding of what work-life balance means and why it is essential for overall well-being.
- ✓ Recognize the negative impact of work-life imbalance and learn the consequences of an imbalanced work-life dynamic. Become aware of the negative effects on physical and mental health, relationships, and overall satisfaction.
- ✓ Identify strategies for setting boundaries and explore various techniques and approaches for creating boundaries between work and personal life. This includes time management, boundaries, usage of technology, and effective communication.





PRIMARY RESOURCES FOR THIS ENEMY

- ✓ Business and self-help books, which address work life balance and the challenges
- ✓ Articles and research papers from academic journals that explore work-life balance and its impact on entrepreneurs
- ✓ Case studies and success stories of entrepreneurs who have effectively managed work-life balance and achieved personal and professional fulfillment
- ✓ Online forums and communities for entrepreneurs where discussions on work-life balance and related topics take place
- ✓ Online resources like blogs, videos and websites, which give some insights about the work life balance



IMPACTS AND DANGERS



Increased stress level: When work-related issues follow you home, it can be difficult to relax and unwind, leading to increased feelings of anxiety and stress. This can also lead to physical health problems such as headaches, back pain, and fatigue. Long-term exposure to stress can also increase the risk of developing more serious health problems such as cardiovascular disease and depression. High level of stress can also lead to a sense of overwhelm and an inability to fully disconnect and relax during leisure time. Not being able to de-stress could also lead to job dissatisfaction.



Missed opportunities: If you don't separate work and personal life, you may miss out on opportunities to advance in your career or to spend quality time with loved ones. Constantly thinking about work problems during personal time can lead to **missed opportunities** for relaxation, self-care and opportunities for personal growth and development, such as pursuing hobbies or other interests outside of work. Similarly, if you bring personal problems into work and can't focus on your tasks, you may miss out on opportunities to excel in your job and advance your career.

IMPACTS AND DANGERS



Decreased Productivity: Allowing work to interfere with your personal time may negatively impact your productivity. Extending work hours may result in reducing your efficiency and increasing the likelihood of errors. Being preoccupied with personal issues during work hours can therefore decrease productivity and affect the quality of work. Therefore working more does not mean to get more things done. Similarly, the opposite can occur when work issues permeate into your personal life. It can become challenging to concentrate on anything other than work, making it challenging to maintain a healthy work-life balance.



Strained Relationships: Combining work and personal problems can cause a strain on both professional and personal relationships, resulting in conflicts, tension, and potential negative consequences. When work-related stress and personal problems overlap, it can be difficult to fully engage and enjoy personal activities and relationships. This can lead to a decrease in overall life satisfaction and potentially harm personal and professional relationships.

HOW TO DEAL WITH THIS ENEMY



Establish clear boundaries: First of all it important to establish clear boundaries for either you private and work life. Therefore set specific work hours and more importantly also stick to them. Communicate those schedule hours with colleagues and clients so they know when you are available. Once those hours are up, avoid checking work e-mails or taking work calls. To ensure not to check on work accounts you can use technology wisely.



Use technology wisely: The correct usages of technology can help you a lot to separate work issues from private life. Therefore it is recommended to use separate accounts and if possible even separate devices. Therefore you can limit the distraction by turning of or mute your gadget. By following this approach, you can avoid getting distracted by work-related e-mails and notifications during your free time, which will help to reinforce the separation between your work and personal life. Furthermore, when having issues to concentrate you can turn off the notifications, which will help you to stay focused.

HOW TO DEAL WITH THIS ENEMY

Create a dedicated workspace: Having a designated area for work can help you mentally separate work from home. Especially, nowadays where working from home is a commonplace, you should create differences between your work and private space. Creating a dedicated workspace is an effective way to establish a physical boundary between your work and personal life. This could be a separate room, a specific corner in your living space, or even just a designated desk or table. The key is to create a space that is exclusively for work-related tasks and activities. This will help you mentally switch into work mode when you're in that space and switch back to personal mode when you leave. Finally, try to keep your workspace free from personal items or distractions, such as household chores or entertainment.





Successful examples

With an understanding of the disadvantages associated with failing to separate work and personal problems, as well as the strategies to mitigate them, you can now develop your personalized approach.

For example:

- ✓ Make two accounts on your phone, where you can switch depending if you are at work or not
- ✓ Reducing the amount of time spent working from home or establishing a dedicated workspace solely for work-related tasks.
- ✓ Clear and open communication regarding your working hours with friends, family, and colleagues.





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