

MARCH IS

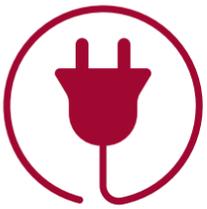
WOMEN'S HISTORY MONTH

With this telework environment, it's been hard for families to separate work and home. To celebrate Women's History Month, we asked Suntivan women for their tips for creating a work-life balance.



PRIORITIZE & BE PRESENT

Two important tools are to prioritize and set boundaries. Make to-do lists and update daily to knock out the priorities. With boundaries, keep work life in the workspace and home life in the home space. That way you can ensure you are always present in life. - *Mary Berrier | Senior Consultant*



UNPLUG & MUTE

Unplug from work at a set time each day. Mute your work computer(s) so you're not tempted by the beeps of e-mails, messages or notifications to get started on something that can wait. If it's time-sensitive, your leader will reach out to you. Otherwise, let it go. - *Liz Wills | Senior Consultant*



TIME MANAGEMENT

Time management is key. Schedule time for both personal and work life, and stick to that schedule. It's ok to deviate occasionally, but don't make it a habit. Listen to your body and it will tell you if you are experiencing an imbalance. Be sure to make adjustments to remain in a balanced state. - *Natashia Blain | Contracts/PMO Specialist*



MAKE HEALTH A PRIORITY

It is crucial to build time for things that are important to mental and physical health. Meal prepping healthy meals on the weekend helps to be prepared during the week. Be sure to maintain a routine that includes exercise, healthy eating, and rest to help manage mental and physical well-being and alleviate stress. - *Trish Sager | Senior Consultant*



PROTECT WORK-LIFE BALANCE

Schedule time for yourself and your loved ones. Get up earlier to have quiet time to yourself in the morning. Use that time for something restorative—whatever will give you strength and energy for the day. Block time in your work calendar for lunch daily, and protect it, don't eat at your desk. Make time in the day to talk with your children about their day and do something you enjoy doing together! Put these personal appointments in your calendar to help keep your family-work relationship balanced. - *Shey Walley | Senior Consultant*



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