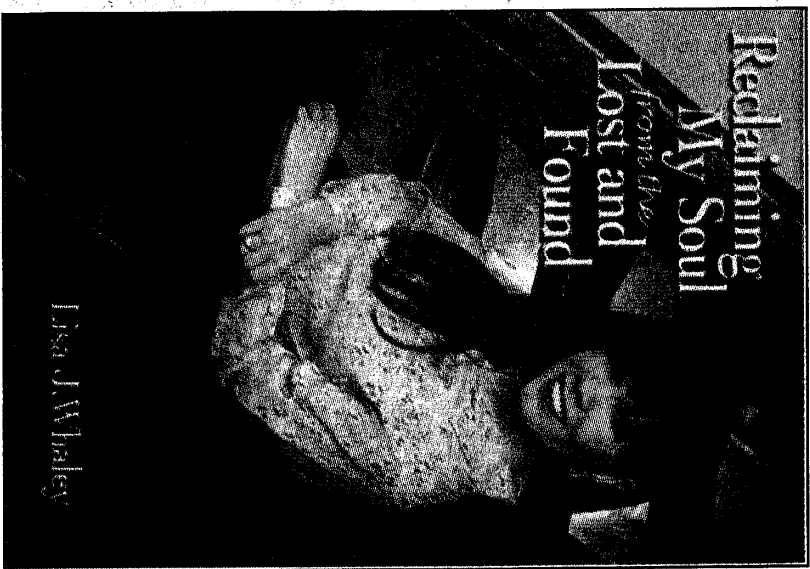


ENTERTAINMENT

Finding Balance between Work and Personal Life: 10 Ways to Avoid Burnout



workaholic, had all caused her to neglect even her own health—and had driven her nearly to the unthinkable.

Today, however, with her life in order and engaged in a new profession as a successful career coach, Lisa Whaley documents the very real dangers of corporate burnout in a new book entitled *Reclaiming My Soul From the Lost and Found*.

The second was for Lisa's own example as a role model, as a black woman vice president of IBM Corp.

Lisa Whaley's book, available on her Web site, www.lifeworksynergy.com, provides ten guiding principles to maintain a healthy balance in one's work-personal life. Her precepts are:

1) Be yourself and don't try to be someone that you're not. Success is not dependent on who we are as much as on what we do. As we get older, faking it, or trying to create a different personality, can require an exhausting amount of energy, and inevitably lead to failure.

2) Set realistic goals for yourself that aren't in conflict with your personal values. Goals can keep us moving forward in the right direction, yet they shouldn't clash with one's individual standards and priorities. For example, set as a goal not to accept a job that requires a lot of travel, if your personal values require you to be home in the evening with your children.

3) Be confident on the outside even though you may not be on the

inside. Career growth can occur only when we push ourselves out of our comfort zone. Don't act overconfident, but behave as though—and say—that you can handle new challenges.

4) Be passionate about what you do, both in your work life and your personal life. Given the number of hours we spend at work, it's important that we feel enjoyment and a sense of pride and passion about what we do. If not, find another line of work.

5) Take charge of, and responsibility for, your own career and your own life. Be proactive, not reactive, on a personal level. Don't let outside actions and events alone dictate your decisions. Measure your progress toward the realistic goals that you have set. When reverses and disappointments occur, adjust your goals accordingly but keep moving toward them

6) Develop marketable skills that can be of value both inside and beyond your current workplace. Today's business environment demands that you continually develop new skills with an eye to their

marketability inside your company and elsewhere.

7) Have a work-life support network and use it. Networking is a powerful tool. Don't be afraid to ask people to be your mentor. Have at least two supporters in your personal life and two in your business life. Utilize them. If you do not have such a support team, you have work to do.

8) Make time for yourself. Schedule your calendar to make sure you have sufficient hours for your own relaxation. Remember, you are the most important person in your own life. Whether it's a hobby, exercise, meditation or just getting your nails done, take time to enjoy your own company.

9) Celebrate successes and learn from failures. Even small milestones should be celebrated. Robert F. Kennedy said, "Only those who dare to fail greatly can ever achieve greatly." There is no shame in failing or making mistakes. Just don't make the same mistakes over and over again.

10) Enjoy life. Have fun. Tomorrow isn't promised to you. Do not let

(BNN)—Several years ago Lisa Whaley sat in her Mercedes with the garage door closed and turned on the engine ready to end it all. A separation from her husband, managing a pre-teen daughter, a sick father, and a super-demanding job that she dedicated herself to as a

last-minute thoughts gave Lisa the courage to turn off the engine, call a hot line, and live to write about her experience. The first thought was for her 12-year-old daughter, Jennifer, who, coming home from school, would have been the one to find her mother slumped behind the

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