



# Six Steps to Achieve School-Life Balance.

At UMA, we know your responsibilities go beyond your coursework. You may also be caring for loved ones and/or working a full-time job among other daily obligations. While there may be times when managing it all seems impossible, finding balance can be achieved by taking the following steps.



## STEP 1: *Organize & Prioritize.*

- Make a daily “to-do” list and stick to it.
- Take care of the important things first.
- Don’t sweat the small stuff. If it can wait, let it wait.
- Be flexible as plans can change quickly.



## STEP 2: *Don't Go at it Alone.*

- Ask friends or relatives for help with caring for parents or children.
- Parents, assign “age-appropriate” tasks for your children, such as cleaning and pet care.
- Ask coworkers for help on the job. You’ll be surprised how often they’ll say “yes.”



## STEP 3: *Utilize Tech & Time Hacks.*

- Set up reminders and alerts on your phone.
- Standing in line? Use the downtime to check messages. Doctor’s appointment? Bring your laptop along to do coursework in the waiting room.



## STEP 4: *Explore Options.*

- Childcare and senior care assistance is available in many communities.



## STEP 5: *Make Family Time.*

- Every day, set aside a specific time for getting everyone together. Maybe it’s sharing a meal or “study time” with your children.
- Use the time to build strong family connections and create lasting memories.



## STEP 6: *Give Yourself a Break.*

- Set limits and learn how to say “no” when you’ve got too much on your plate.
- A few minutes of quiet time can relax and restore you.
- Schedule time for self-care; walking, reading, hobbies, etc.
- Even 10 minutes a day can make a big difference!

UMA is here to help! Call Learner Services at **888-258-2138**, and let’s work together to develop a specific plan to achieve a better work-life balance.