**Benefits and Rituals for Separating Personal and Professional Lives**

**Benefits;**

* More relaxation
* Less compassion fatigue, secondary trauma and burnout
* Increase productivity and creativity
* More time with family
* Improve overall health and well being
* Appreciate memorable moments of life
* Develop passion for your work
* More engagement and mindfulness
* Greater balance

**Rituals**

1. Set timer and meditate for 5 minutes before going into the house after a day of work.
2. If you commute, once you cross the county line where your home is leave work behind you.
3. Put papers away and clear off your desk at work before you leave for home signifying you are done with the work day.
4. Take off and leave your name badge at work.
5. On your drive home unroll the car window and let the work fly out (let all the worries, frustrations and annoyances go).
6. Once home set a 20 minute timer and vent to your Partner about work and then be done talking about it.
7. Don’t take work home.
8. One mother told her family not to talk to her until she talks to them first.
9. On your commute home play your favorite music or talk radio.
10. Once home change out of work clothes into home clothes.
11. Exercise.
12. Shower.
13. On your drive home visualize putting your work at the base of a tree and on your way back to work pick it back up.
14. Define work/supervisor’s expectations about responding to work emails/calls/texts when you are off work time.
15. Separate your personal and business social media accounts. Do not use FaceBook for work. Posting pictures of you at the beach on your “sick day” does not look good.
16. Schedule personal time and put it on your calendar.
17. At work start and stop on time. Go and leave work at the same times each day. Leave the office.
18. Meditation helps you disconnect from work.
19. Disconnect from technology when you are home. Do not answer work-related phone calls, emails or texts.
20. Turn off email and text message notifications.
21. Visualize putting all the clients you saw during the day in your car and on the way home from work gently let them out of the car (no pushing!).
22. If you go on a walk with a work friend establish a “no-talk-about-work” rule.
23. Don’t work on your vacation or sick day.
24. Define what constitutes a work “emergency.”
25. Spend quality time with your family. Put technology away.
26. Use your time at work being productive, efficient and overcome procrastination so you don’t have to take work home.
27. Get a life outside of work and a title. Reconnect to hobbies, family, friends.
28. Google Voice is a free telephone service that provide call forwarding and voicemail services, voice and text messaging.
29. Pet time/pet therapy.
30. Ask co-workers not to call you at home to talk about work.

***You’ll never look back on life and think, “I spent too much time with my kids.”***

 --Kimberly McLeod

**“Nobody on their deathbed ever says that they wished that they had worked more. “**