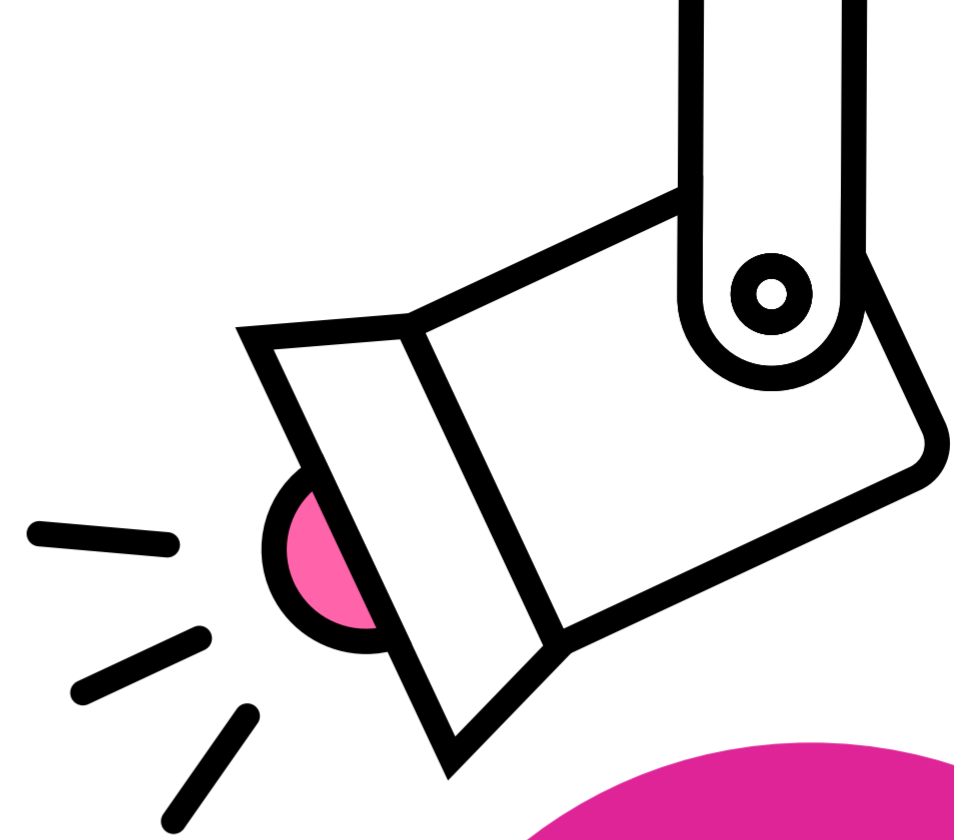


# SPOTLIGHT POINT:

Thinking more about the importance of maintaining a healthy work-life balance



Organizing and personalizing your workspace so that it maximizes both your comfort and productivity will allow you to focus on your work

We should often think about our routine and the way that our lives are structured to see what changes we can make to improve our lives

It is important that you do not let your workplace stress go unaddressed or allow it to carry forward into your personal life. If you have workplace stress you should speak to your colleagues, manager, and/or human resources to address your concerns, and develop a plan to reduce this stress

Physical and emotional fatigue can be a common by-product of an unhealthy working environment. Set healthy work boundaries that restrict work activities to your regular work hours and workdays