

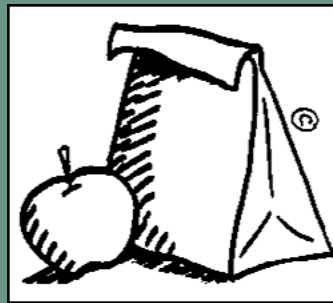
# Find your Work & Life Balance

It is important that we all strive to promote a healthy balance of switching on and off from work. When appropriate, try to take time for yourselves and give time to your colleagues. Below are some examples of how you could help facilitate this balance within your team and your own day.



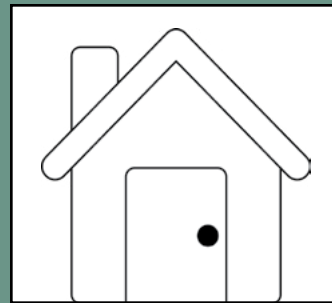
## Start Time

If it is possible, we encourage you to schedule your meetings/zoom sessions with your team or others after 9:30am.



## Your Time

Consider setting a 'your time' principle. For example, try to take a break or give your colleagues a break over the lunch timeframe.



## Home Time

Aim to make evenings work-free for others. If you're planning to send an email after 5:00pm, you can [schedule it](#) for delivery the next day.



## No-Zoom Time

Try testing out days or chunks of time without zoom. This could help give yourself or your team a break from screens and zoom fatigue.