

Employee Assistance Program *Tip Sheet*

Managing the Juggle: Balance Without Burnout



Balancing work and personal responsibilities can feel like a constant juggling act. Many people move between roles throughout the day, shifting from deadlines and meetings to family needs, caregiving, friends or community commitments. While all of these roles can be meaningful, no one can give 100 percent to every role. Sustainable success comes from intentional prioritizing, not perfection.

Here are some tips to help prevent burnout while juggling multiple roles:

- **Shift from perfection to priority.** Each week, identify what matters most at work and at home. Allow other tasks to be “good enough” and identify what you can let go of. Roles naturally ebb and flow, and that is normal.
- **Focus on what you can control.** Feeling a sense of control reduces stress and supports resilience. Clarify expectations, ask questions when priorities are unclear, and communicate realistic timelines. Learn to say “no,” offer more manageable alternatives, and ask for help.
- **Protect recovery time.** Regular sleep, physical activity, and short mental breaks restore energy and improve focus. Recovery is essential, not optional. Protect recovery time as seriously as you protect deadlines.
- **Check in with yourself.** Notice signs of chronic stress such as irritability, fatigue, or reduced motivation. Early adjustments can prevent burnout from escalating.

If managing competing demands feels overwhelming, your Employee Assistance Program offers free, confidential counseling, resources, and practical support to help you regain balance.

Reference: Mayo Clinic. Job Burnout: How to Spot It and Take Action. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/burnout/art-20046642>, American Psychological Association. Coping with Stress at Work. <https://www.apa.org/topics/healthy-workplaces/work-stress>

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