

**P&P**  
career coaching



# SUPPORT FOR WORKING PARENTS

Top 20 practical ways to get  
a better work/family balance



# Habit TRACKER

HABIT



**#1**

Look after yourself first and foremost. Take time to get the basics right first – good food, sleep, plenty of water and fresh air. If you're not healthy, you won't be able to take care of your family.

**#2**

Don't obsess about detail – perfection doesn't exist for the working parent/carer.

**#3**

Apply the 80:20 principle to most things you do, aim to get things 80% right rather than 100% perfection in everything you do.

**#4**

Feeling guilty is a waste of energy. Recognise when it hits you; remind yourself what you are getting right, then let the guilt go.

**#5**

Identify what stresses you out at home the most then take action; if it's the cooking and meal planning, book a supermarket delivery.

**#6**

Every day, identify your top 3 'must do's' before you go home, then do them first. Do not have more than 3, it's not about a long, demotivating 'to-do' list, it's about forcing you to prioritise.

**#7**

Make a care contingency plan so you know exactly what to do if your care arrangements break down.

**#8**

For the first 20 minutes or so of your arrival home from work, give your family all your attention. It will help you re-connect and de-stress.

**#9**

Multi-tasking can be productive but don't get into the trap of doing it more than your focused-time. Tune in to how you are spending your time so you create an awareness.

**#10**

Find a role model – (or ideally several because 1 perfect version will not exist), buddy, coach or friend who you think has a good work/family balance. Meet regularly to give each other a boost, especially when you're having a bad day.



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HABIT



#11

Promise yourself regular 'treats' for achieving something difficult.

#12

Identify your personal energy highs and lows each day and do the most demanding tasks when you have higher energy.

#13

If you get bored with a particular task (at home or at work) after an hour or so, switch and do something completely different (eg if you were working on a report, make a phone call instead).

#14

Delegate at home and at work so you mainly do the jobs that a) you enjoy and b) only you can do.

#15

If you have reduced your hours make sure your objectives have been altered accordingly.

#16

Write down your top 3 values and make sure you are doing activities every day (if not week) which enable you to live out your values.

#17

Try a short meditation to reduce stress levels (begin with just 1 minute of deep breathing if you're new to meditation).

#18

Stretch your body at regular intervals during the day.

#19

Get outside for fresh air every day.

#20

Be kind to yourself. Tune into your inner voice and check to see if your self-talk is positive.

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