

# Keith Speaking Academy

## Live Lesson Notes

# Work-life Balance

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Study with me to get a Band 7 or above on  
IELTS Speaking  
with my Udemy online course

[IELTS Speaking Success - Get a Band 7+](#)

### Riddle

How much soil is there in a hole 3 meters deep, 6 meters long and 4 meters wide?

Answer

**None, or else it wouldn't be a hole.**

## Some useful Links

**The One Thing** by Gary Keller

<https://www.the1thing.com/>

In Defence of Food by Michale Pollan

[https://www.goodreads.com/book/show/315425.In Defense of Food](https://www.goodreads.com/book/show/315425.In_Defense_of_Food)

Advice and video on how to achieve a work-life balance

<https://time.com/43808/how-to-achieve-work-life-balance-in-5-steps/>

Click to get a complete **Mock IELTS** Test.

<https://takeielts.net/the-path-to-success-in-the-ielts-test/>

Use the CODE: **keith10** to get a 10% discount.

Find a teacher so you can start practicing all the language you are learning here. Practice is the key!

<https://bit.ly/IELTSSpeakingitalki>

Collect my free materials here

<https://keithspeakingacademy.com/ielts-speaking-free-live-lessons/>

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## What is work-life balance?

Work-life balance is the amount of time you spend doing your job compared with the amount of time you spend with your family and doing things you enjoy.

*(from Cambridge Dictionary, online)*

## Whose responsibility is it?

It's our responsibility, we need to **manage our own time** and **take our own decisions**

Some people find it hard because of **time limits** and **tight deadlines** placed on them by their company or boss.

It's hard to **turn** your boss **down** (=saying 'no') when they ask you to **work overtime**, especially when you are new in a company.

## How do you achieve a work-life balance?

**I like to draw a line** between work and home

**I need to have** good time-management skills

**Mind management** is really important

= *Look after your mental health*

**It's good to have outlets** for your stress

**Outlet** = a release or a way to relieve something, like stress

**Delegate** = give a piece of work to someone else in your team.  
= to **allocate/assign** a piece of work to someone in your team.

To **outsource** = to employ, hire someone else to do it (outside of your team/company)

Leave matters of work at the office

**Refuse to take** your work home

Use **flexitime**

An example of flexitime is...  
You can start between 8 and 10 am  
You can finish between 4 and 6pm

## **More ideas**

**Prioritise**

Do the **important** not the urgent

Don't spend time **putting out fires** (*handling urgent problems*)

Be clear on your **values**

Do things that **align with your values**

Manage your boss

Use the Pareto Principle ( the **80/20 rule**)

Do what **only you** can do

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## Why do some people have a poor work-life balance?

They are not good at **getting the monkey off their back**

To **have a monkey on your back** = to have a burden or problem

When we **delegate**, often the person we delegate to, will give us more problems to solve, so in effect, we have more problems than in the first place. We have more monkeys on our backs.

They can't delegate effectively

They tend to procrastinate (v.)

They have a habit of procrastinating (v.)

They're guilty of procrastination (n.)

It's hard to **strike** (=reach/achieve) a balance

Deadlines have to be **met**

There is **excessive stress** at the workplace

They are bad at managing their time / work

They **clock up** lots of overtime (=work lots of overtime)