



FIND YOUR BALANCE

Manage a healthy work/life balance with these tips.



Prioritise your tasks

Remember what you're here for. Your apprenticeship/ traineeship has the potential to set you up for a successful career and a life where you call the shots. It's up to you to make the most of it – which means making some tough decisions and sacrifices.



Learn to say "no"

If you can't go out the night before a big job, just say no. Be polite but firm: make it clear what your priorities are.



Manage your time

Create a schedule to plan efficiently and keep on top of tasks. Prioritise your tasks into four categories to help you manage them:

- ✓ Urgent and important
- ✓ Important but not urgent
- ✓ Urgent but not important
- ✓ Neither urgent nor important



Make time for exercise

Exercise boosts energy and concentration, fights disease and keeps your body healthy. Make time for it every day.



Have some fun

You still have a life!



Watch what you eat

Swap junk food for a healthy packed lunch. Your future self (and bank account) will thank you.



Sleep!

Try for eight hours a night.



Eliminate time wasters

Stop scrolling through Reddit and start hanging with friends. Try productivity software such as Freedom or RescueTime to give you a boost.



Don't go it alone

If you're struggling to deal with your workload and your life's demands, don't try to go it alone: get help. Talk to your supervisor, your parents or a trusted friend or advisor. Remember: they've been through this too, and they really can help you.



Be realistic

You can only do so much – it's okay to not feel in control now and then. Keep on relooking your goals and tasks and adapting them to what you're practically experiencing.



Get in touch

Please call **1300 363 831** and ask to speak to one of our Apprentice Advisors or email us at intrainingsupport@businessaustralia.com