



# TOP TEN TIPS

# WORK LIFE BALANCE



Operates Birmingham Carers Hub

**2 Be realistic**

Caring for someone can take its toll. Don't put too much pressure on yourself and be honest. If you are turning up late for work, let your employer know about how you are coping.

**10 Leave work at work**

Ensure you set boundaries on your working hours, don't take work home and try to switch off when you're not at work. Be upfront and honest about your work, speak up and work with your manager to find a resolution. Impact on your work, caring responsibilities are having an

**4 Make time for you**

Between working and caring, you may feel like you don't have time for you. Utilise your support network so you can have a break, do some shopping or keep up with social events.

**6 Let others know**

Reach out to your work colleagues and let them know about your situation. Don't be afraid to speak up and ask for help and support. Most importantly, take the help when it's offered.

**8 Know your rights**

Make sure you understand your rights within the workplace, such as requesting flexible working hours or taking time off in an emergency. Visit [www.acas.org.uk](http://www.acas.org.uk) for more information.

1

## Have a conversation with your employer

Talk to your Line Manager and let them know about your responsibilities outside work. There may be policies in place or workplace support you can access.

3

## Have a back-up plan

What happens in an emergency? What happens if you get stuck at work? Talk to friends and family about an action plan for times when you can't be there. In Birmingham register for Carers Emergency (CERS) Response Service (CERS) 0121 442 2960

5

## Wellbeing in work

Your employer may already have a wellbeing scheme in place that you can access. If they don't why not talk to them about becoming Carer Friendly, such as signing up for Working for Carers: [www.workingforcarers.co.uk](http://www.workingforcarers.co.uk)

7

## Understand your needs

If your caring role increases, consider what you can put into place to support you. That may mean that you consider giving up work, or look at other options such as involving family and friends. No two people are the same. Speak to your local Carer support for advice and guidance.

6

## Get away from your desk

Having a lunch break and getting away from your desk is important for your wellbeing, getting outside on your break is even better and utilising that time to sit in a green space is the best way of refuelling yourself. Take this time to switch off and just breath.

## Local Support for Birmingham

0333 006 9777  
[forwardcarers.org.uk](http://forwardcarers.org.uk)

