



MCFR Student Section

Tips for Student Work/Life Balance

Communication	Communicate clearly and take detailed notes to avoid misunderstandings and duplicative discussions.
Compartmentalization	Try to keep work/school and home life separate. Make a conscious decision to separate work time from personal time.
Flexibility	Be open to flexible solutions, including alternative workspaces, meeting formats, scheduling, and work styles.
Individualization	Discover the work styles and life balance that are right for you. Not everyone has the same priorities, preferences, or learning styles, so taking time to figure out what works the best for you at this time in your life will help you to be as productive as possible.
Organization	Create a system upfront to organize your time, tasks, and materials and try to maintain that system. Be flexible though, because your organizational needs may change over time.
Passion	Try to remind yourself of why you are pursuing your degree and choose activities, including thesis topics, which are in line with your passion. This will make the work more enjoyable to complete, even if it doesn't lessen the time required.
Prioritization	Figure out what really matters in your life and set boundaries to protect those things that are most important to you. This includes saying no sometimes, both on and off the job, dropping activities that are not necessary, and making a conscious decision to protect the time you set aside for your priorities.
Realistic expectations	Set realistic expectations for yourself and others around you both at work/school and at home. This may include accepting imperfections, rethinking your standards, fighting guilt, and setting smaller, more attainable goals.
Recreation	Plan time for fun and recreation. Set aside time to nurture yourself and doing things you enjoy. Reward yourself for your hard work.
Sleep	Make sure you get enough sleep. Working sleep deprived increases stress, decreases productiveness, and can lead to costly mistakes.
Support	Build, maintain, and accept help from your support network. This may include family, friends, or professionals. Tell your support network about how important your work is to you so they can better understand the demands it places on you. Networking can also provide opportunities for sharing, brainstorming, and growth in your work.
Time management	Make every moment of your day count. Organize your time efficiently by doing things like: creating a routine, tackling chores regularly so they don't pile up, writing daily to-do lists, keeping a family calendar, running errands in batches, and keeping a log of how you spend your time. Also, it can be helpful to work consistently on your projects to prevent needing to refresh your thoughts each time you sit down.

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