



November Newsletter

Welcome to our last monthly newsletter for 2024!

As the year-end approaches, the challenge of balancing work and personal life becomes all the more pressing. Unique challenges like tight deadlines, rising expectations, and blurred or porous boundaries between work and home, many people find themselves torn between professional responsibilities and personal commitments. The demands of a high-pressure environment, paired with holiday obligations, can make this season especially challenging. In this edition of our newsletter, we'll explore practical tips to help you manage these competing priorities, reclaim your personal time, and enter the new year with renewed energy and focus.

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What are the challenges?

In a high-pressure work environment, balancing work and personal life presents unique challenges, particularly as the year-end approaches. The following are some major themes to take into account:

- Constant pressure to perform - meeting deadlines and year-end targets create intensity and it is hard to switch off when this situation arises.
- Blurred boundaries between work and home life - work starts to seep into evenings and weekends, presenting a challenge to create clear boundaries between work hours and personal time.
- Difficulty saying “No” and setting boundaries - many struggle to say “no” to extra hours or additional work, fearing that it might impact team relationships, career progression or their personal brand. Often leading to overcommitment with little energy for personal life as a result.
- Limited time for personal priorities - in conjunction with these challenges, there is limited time to leave for family, social gatherings and personal interests. After office hours, many are mentally preoccupied with work and they are unable to switch off and be present.



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Work-life balance strategies:

01

Begin by acknowledging the holiday hustle and the common challenges that many are facing. Recognising these pressures should help bring understanding. Speak up!

02

The importance of setting clear boundaries between work and personal life is apparent. Only YOU can do it. Boundaries benefit your productivity and well-being. Communicate them openly with those around you to manage expectations surrounding availability and capacity.

03

Set realistic goals for the end of the year. List out your top professional & personal goals for the end of the year, focusing on what's achievable within your given time. Prioritise high-impact tasks and eliminate the non-essentials. Use a “*must-do*” list instead of a “*nice-to-do*” list.

04

Practice saying “no” with confidence. Know yourself to decline additional responsibilities that will cause stress and overwhelm. This will help you say “yes” to your priorities and staying on track.

05

Prepare for the new year without pressure. Use the holidays for reflection rather than setting yourself rigid new year goals. These are often unrealistic. Take note of ideas and preliminary thoughts for 2025. Setting soft goals provide motivation, creating a smooth transition into the new year. Rather than forced and hard-fast resolutions.

Year-End Coaching Exercise

Seeing as we are close to ending this year, Routes Coaching has created its “Year In Review” exercise. It was created to offer dedicated time for reflection on the past year. Instead of thinking about establishing goals for next year, which will most likely be hard-fast rigid goals (that are not realistic) rather, shift focus on reflection and taking something valuable and positive out of 2024.

When actively engaged and intentional - you will find that this exercise is so beneficial, insightful, and positive.

Please contact us if you would like to do this exercise!



Year In **REVIEW**

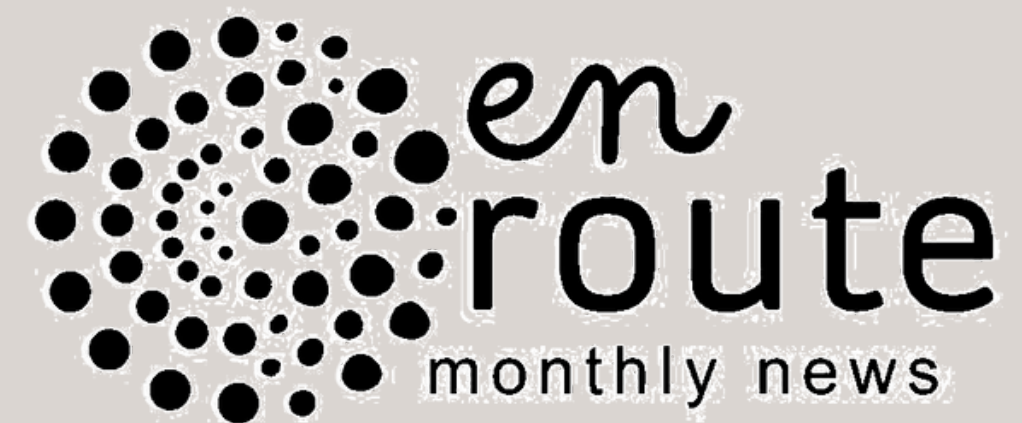
This “Year in Review” exercise is designed to offer a dedicated time for meaningful reflection, allowing you to pause, look back on the past year, and actively engage in assessing your progress, achievements, and challenges. By reflecting on the year, you gain increased self-awareness, revealing newly learned skills and strengths, resilience, and areas for growth. Celebrate the highs and lows, it is an opportunity to learn more about yourself. This process of mindful reflection not only boosts confidence but also sets the stage for purposeful planning and a renewed sense of direction for the next year.

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SUCCESS IS LIKING YOURSELF,
LIKING WHAT YOU DO, AND
LIKING HOW YOU DO IT.

— *Maya Angelou*



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Thank You

We would like to wish everyone a happy December break and holidays! Please get some rest and until then, keep going.

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