

WORK-LIFE HARMONY

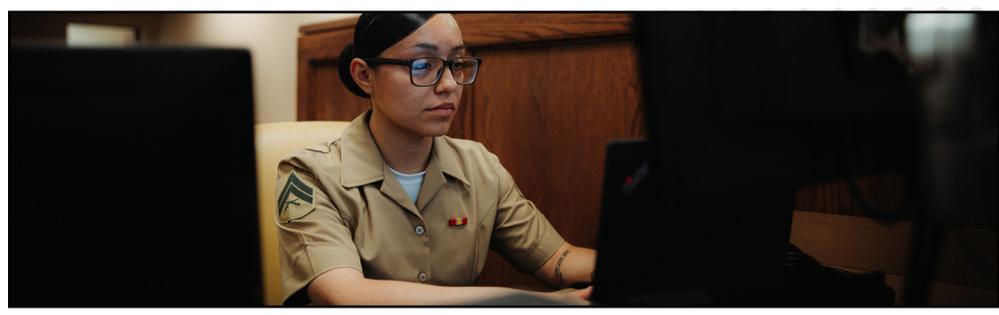
MANAGE YOUR TIME, REDUCE YOUR STRESS



Practical tips to help you balance work and home life

PRIORITIZE TASKS

- Schedule time for specific tasks.
- Break big tasks into smaller, manageable steps.



TRY THE POMODORO TECHNIQUE

- Work in 25-minute focused intervals.
- Take five-minute breaks in between.
- Use a timer to stay on track.



AVOID MULTITASKING

- Focus on one task at a time.
- Use a notebook or digital tool to capture new tasks or ideas for later.



DELEGATE WHEN APPROPRIATE

Share tasks to lighten your load and focus on what matters most.

Every Marine's situation is different. If you need help managing work-life balance, reach out to your chain of command to have an open conversation about tools, flexibility, and support available to you.

Additional support is available through the Basic Stress Management Workshop with Marine Corps Family Team Building.