

3 Tips for Finding Work-Life Balance as a Small Business Owner

Is your small business taking over your life? Here are expert tips to manage the chaos.

by Alexandra Kadlec * Care.com



One of the most common questions we get from small business owners on Care.com is how they can achieve the illusive concept of work-life balance. Achieving this balance means something different for everyone. Do you want more time with your family or just to sit and relax?

It requires continual, intentional effort. Small business owners face a particular challenge when it comes to this matter, as they often find themselves taking on more tasks and responsibilities than initially anticipated.

But simple courses of action can help you accomplish much, while still finding time to enjoy life outside of work in meaningful ways. Here are three tips that will help you make work-life balance an everyday reality.

1. **Schedule (All) Of Your Time**

1. In the same way you schedule business activities, it's important to schedule time to both be with loved ones and to engage in pursuits outside of work, says [Jeff Davidson](#), work-life balance expert and author of "Breathing Space". It's all too easy to begin bailing on activities and people unrelated to business tasks that can quickly consume your time. But the practical reality is that you're shortchanging others -- and yourself -- by doing so. Schedule a recurring [date night](#) with your spouse, an hour of each day that your kids know you're available to them (particularly if you work from home) and other commitments that add dimension and depth to your life.

2. **...And Stick to That Schedule**

Hold to each part of your schedule as diligently as you would for work commitments. Treat loved ones like clients and extracurricular pursuits like business meetings. Don't cancel because you think they'll understand, or because you're willing to give up pleasure for business. In the short- and long-term, you'll benefit from setting clear boundaries between designated times.

3. **Be Present**

Focus on one thing at a time -- whatever is right in front of you -- and be fully present in that task, person, or moment of relaxation. In other words: no more multi-tasking.

"Stop the doubling and even tripling up on activities," suggests Davidson, and "practice the art of doing one thing at a time." This takes practice. Remove distractions like TVs, computers, smartphones -- anything that will derail your aim. Dive into the here and now, and you'll reap the rewards of getting much more out of each moment.