

Tips for looking after your mental health

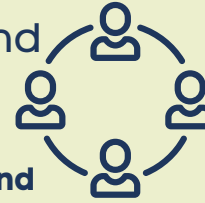
1. Keep your work hours in check



5 tips to help with work-life balance

- 1 Set a time for when you will switch off your business email and mobile phone each day. Technology can blur the boundaries between work and home and make you feel as though you need to be 'always on'.
- 2 Set an alarm to remind yourself to take breaks throughout the day. Taking a meal break or getting outside for a short walk can help to organise your thoughts and manage stress.
- 3 Have an afternoon off or take a long weekend after a busy period. Sometimes it can be easier to balance periods of longer hours with some shorter hours.
- 4 Challenge yourself to think about what you can out-source, delegate or say 'no' to. Some tasks may not need your expertise and could easily be done by others, while other tasks may not be a priority or of significant benefit and saying 'no' could be the best approach.
- 5 Plan out your day before you start. If you're already resigned to working a long day, you may find you are less productive during the day. Prioritise your urgent tasks and set a time that you plan to finish by.

2. Stay connected and access supports



6 tips to keep connected and increase your supports

- 1 Find someone to talk things through with can help - this could be a close friend, a family member or another small business owner.
- 2 Join a small business network. Your local council may be able to assist you to identify local networks or contact your state-based business association.
- 3 Find yourself a small business mentor. Mentoring can be established through a formal mentoring service or informally through your existing contacts.
- 4 Seek support during times of financial difficulty. Organisations like Your Business Angels can help you find solutions and provide expert advice.
- 5 Access free mental health coaching with NewAccess for Small Business Owners.
- 6 If you find you are struggling with your mental health, make an appointment to see your GP, a mental health professional or contact the Beyond Blue Support Service.

3. Maintain a healthy lifestyle



5 tips to help with developing or maintaining a healthy lifestyle

- 1 Try different relaxation techniques and find one that works for you and that you enjoy. You may like to consider exercising, meditating, reading, connecting with nature, gardening or listening to music.
- 2 Download a meditation app, like Smiling Mind, for your phone or tablet. Starting or finishing the day with a mindfulness meditation may help to manage stress.
- 3 Develop good sleeping habits. You might try sticking to a regular sleep pattern - even on the weekends, slowing down at least 30 minutes before going to bed, and creating a comfortable sleeping environment which is free from work, phones, television and laptops.
- 4 Build physical activity into your day and make some time for exercise. The trick is finding something that fits with your commitments and that you enjoy.
- 5 Develop an interest (e.g. a hobby) outside of your business that is just for you or that you can share with friends or family members.