

Balance Between Professional & Personal Life

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سلام و درود دوست من!

موضوع پادکست پیش رو شما درباره برقراری تعادل بین زندگی شخصی و کاری هست.

پیشنهاد من - نحوه استفاده از این پادکست

1. روخوانی متن انگلیسی

2. گوش دادن به فایل صوتی متن

3. چک کردن عبارات و کلمات جدید

4. انجام تمرین

5. تکرار این پادکست برای حداقل سه بار

امیدوارم دوست داشته باشید و به دیگران هم پیشنهاد کنید.

Balance Between Professional & Personal Life

‘You can’t do a good job if you job is all you do.’ – Katie Thurms

Many people **spend a lot of hours** of every day at work. Their job **takes up most of their time** and might often **interfere with** their personal lives. It’s important to think about what you can do to **keep a good balance** between your work and everything else.

The first important thing is that the balance will rarely be a perfect 50-50. Sometimes, work demands more of you; other times, your family, hobbies, health, and other things will **require attention** and additional time. However, if the balance **always favors one side**, it’s not helpful and you need to do something about it.

Next, you need to ask yourself if there are **good boundaries set** between work time. Do you **reply to messages** or **check your emails** at home? Some jobs require this, but others do not. Can you **disconnect from work** more than you’re doing now?

Another strategy is to say no. You get to say no to additional requests and additional time. You get to decide what matters to you. Sure, not all jobs allow this, but if your workplace never lets you say no, it’s not a good place to be.

The next step is to make sure that you are **taking good care of your needs**. Are you sleeping and eating enough? Are you giving yourself time to spend with friends and family, to relax and practice the things you enjoy? Maybe your life and work **need a boost** from a better routine. Making sure you **feel good** is a great way of **doing your best at work** and **enjoying your leisure** as much as you can.

Often, spending more time at work **gives you short-term benefits**, like a bonus. However, you need to make sure that you are not **losing out on long-term benefits**, like **strong relationships**, better health, **satisfaction with your personal achievements**. You may need to **prioritize work** sometimes, but not every time.

Achieving a balance doesn’t mean **creating a perfect balance** between your life and your work. Often, it’s about having these aspects help each other. Life and work are not two totally different things. Your work is part of life that can **bring you money and happiness**. But you get to decide which one is more important. Sometimes work is more important and in other times life.

Adapted from *Make Me Better* application

Collocations to learn

1. spend a lot of hours

I spend a lot of hours studying for my exam. I wanted to get a high mark.

2. take up most of my time

The new hobby I'm doing is so interesting. It has taken up most of my time.

3. interfere with

I'm trying to read my book, but your loud music interferes with my ability to concentrate.

4. keep a good balance

It's important to keep a good balance between work and leisure activities.

5. require attention

Watching this documentary requires attention. It's very difficult.

6. favor one side

A judge must not favor one side. They must listen to both sides.

7. set good boundaries

It's important for married couples to set good boundaries.

8. disconnect from work

He turns off his cell phone to disconnect from work.

9. take good care of your needs

You want to do great at your work. First you need to take good care of yourself and your needs.

10. need a boost

After a long day, a cup of coffee can give you a boost.

11. feel good

Helping others often makes me feel good.

12. do your best at work

She always tries to do her best at work. She's hard-working and ambitious.

13. enjoy leisure time

During the weekend, I try to disconnect from work and enjoy my leisure time.

14. give you short-term benefits

Using too much Farsi when you're learning English can give you short-term benefits.

15. satisfaction with your personal achievements

The satisfaction with my personal achievements is a wonderful feeling.

16. strong relationship

We need to spend time with our families to make a strong relationship with them.

17. prioritize work

We need to learn how to prioritize work to deal better with pressure.

18. achieve a balance

If you don't achieve a balance between work and life, you will be sick.

19. create a perfect balance

It's true that we cannot create a perfect balance between work and life, but we have to do our best to achieve a balance.

20. bring you money and happiness

Doing the job you love can bring you money and happiness.

Exercise one

Please listen to the podcast and fill the gaps.

Many people 1) _____ a lot of hours of every day at work. Their job takes up most of their time and might often interfere with their 2) _____ lives. It's important to think about what you can do to keep a good balance between your work and everything else.

The first important thing is that the balance will 3) _____ be a perfect 50-50. Sometimes, work demands more of you; other times, your family, hobbies, health, and other things will 4) _____ attention and additional time. However, if the balance always favors one side, it's not helpful and you need to do something about it.

Next, you need to ask yourself if there are good 5) _____ set between work time. Do you reply to messages or check your emails at home? Some jobs require this, but others do not. Can you 6) _____ from work more than you're doing now?

Another strategy is to say no. You get to say no to additional requests and additional time. You get to decide what 7) _____ to you. Sure, not all jobs allow this, but if your workplace never lets you say no, it's not a good place to be.

The next step is to make sure that you are taking good care of your 8) _____. Are you sleeping and eating enough? Are you giving yourself time to spend with friends and family, to relax and practice the things you enjoy? Maybe your life and work need a boost from a better 9) _____. Making sure you feel good is a great way of doing your best at work and enjoying your leisure as much as you can.

Often, spending more time at work gives you short-term 10) _____, like a bonus. However, you need to make sure that you are not losing out on long-term benefits, like strong relationships, better health, satisfaction with your 11) _____ achievements. You may need to prioritize work sometimes, but not every time.

Achieving a balance doesn't mean creating a perfect 12) _____ between your life and your work. Often, it's about having these aspects help each other. Life and work are not two totally different things. Your work is part of life that can bring you money and 13) _____. But you get to decide which one is more important. Sometimes work is more important and in other times life.

Exercise One

Check your answers.

Many people **1) spend** a lot of hours of every day at work. Their job takes up most of their time and might often interfere with their **2) personal** lives. It's important to think about what you can do to keep a good balance between your work and everything else.

The first important thing is that the balance will **3) rarely** be a perfect 50-50. Sometimes, work demands more of you; other times, your family, hobbies, health, and other things will **4) require** attention and additional time. However, if the balance always favors one side, it's not helpful and you need to do something about it.

Next, you need to ask yourself if there are good **5) boundaries** set between work time. Do you reply to messages or check your emails at home? Some jobs require this, but others do not. Can you **6) disconnect** from work more than you're doing now?

Another strategy is to say no. You get to say no to additional requests and additional time. You get to decide what **7) matters** to you. Sure, not all jobs allow this, but if your workplace never lets you say no, it's not a good place to be.

The next step is to make sure that you are taking good care of your **8) needs**. Are you sleeping and eating enough? Are you giving yourself time to spend with friends and family, to relax and practice the things you enjoy? Maybe your life and work need a boost from a better **9) routine**. Making sure you feel good is a great way of doing your best at work and enjoying your leisure as much as you can.

Often, spending more time at work gives you short-term **10) benefits**, like a bonus. However, you need to make sure that you are not losing out on long-term benefits, like strong relationships, better health, satisfaction with your **11) personal** achievements. You may need to prioritize work sometimes, but not every time.

Achieving a balance doesn't mean creating a perfect **12) balance** between your life and your work. Often, it's about having these aspects help each other. Life and work are not two totally different things. Your work is part of life that can bring you money and **13) happiness**. But you get to decide which one is more important. Sometimes work is more important and in other times life.

Exercise 2

Answer the questions.

1. What's the problem with jobs?
2. Why isn't it easy to create a perfect balance?
3. What's the first strategy to create a balance?
4. What's the second strategy to create a balance?
5. Why is taking care of our needs important?
6. What are some examples of long-term benefits?
7. Are life and work separate from each other?

Check your answers.

Exercise 2

1. They can take up most of our time and interfere with our personal lives.
2. Because work or life may demand more from us at different times.
3. The first strategy is to set good boundaries between work and personal life.
4. The second strategy is to say no to more work.
5. Taking care of our needs can give a boost to our work and personal lives.
6. Strong relationships, better health, satisfaction with our personal achievements are some examples.
7. No, they are not. They complete and help each other.