# Embracing Flexibility:
## Tips for Balancing Work and Personal Responsibilities

When it comes to achieving a healthy work-life balance, embracing flexibility is a crucial step.

This process involves considering and adopting flexible working arrangements that help balance work and personal responsibilities.

## Embracing flexibility may include:

- Adjusting work hours (day-and-night vs daytime only)

- Working from home

- Reducing or re-evaluating workload

## Benefits of embracing flexibility

In one survey, over **39%** of people who started working flexibly reported a noticeable improvement in their mental wellbeing. Similarly, almost **43%** of people without the option of flexible working believe it would enable them to better manage their mental health (Wildgoose, 2020).

## Other benefits of flexible working arrangements include:

- Increased productivity
- Reduced stress levels
- Enhanced job satisfaction
- Improved work-life balance

Embracing flexibility can present challenges - both for employees and employers. Below are some strategies that can help overcome potential issues and concerns.

## Practical strategies for embracing flexibility

- **Research company policies** — Familiarise yourself with your company's policies and procedures regarding flexible work arrangements to help you understand available options and procedures.

- **Identify potential solutions** — Prepare a list of solutions that align with your personal needs and preferences while still meeting the company's goals and objectives.

- **Build a case for flexibility** — Highlight the proven benefits of work flexibility, but also address any potential concerns, like reduced productivity or delayed communication.

- **Be open to compromise** — Remember that finding a solution that works for both parties is key. Be prepared to adjust your proposal if necessary.

- **Maintain open communication** — Keep your colleagues and supervisors informed about your progress and be responsive to any questions or concerns they may have.

By embracing flexibility, we can create a work environment that caters to our personal needs and preferences while reducing stress levels, enhancing overall wellbeing, and improving work-life balance.
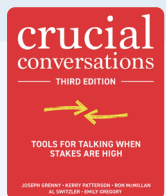
## Additional Reading

**"Getting to Yes: Negotiating Agreement Without Giving In"**

by Roger Fisher and William Ury
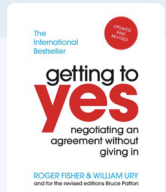
**"Crucial Conversations: Tools for Talking When Stakes Are High"**

bby Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

**"The Art of Possibility: Transforming Professional and Personal Life"**

by Rosamund Stone Zander and Benjamin Zander and Paula Spencer