



will always be another project. Don't make a balanced life contingent upon whether or not you're 'done.' Put down the project and go home. I promise it'll be there in the morning."

Change Your Boundaries

Boundaries begin with priorities, and it's important to decide what matters most and how much time should be devoted to those areas.

"Being balanced doesn't mean perfectly equal time in every area of your life," Kint says. "If you work a 50-hour week, you obviously don't need to spend 50 hours in the gym."

Another boundary is distinguishing

between work life and home life — putting your BlackBerry in "time-out," for example.

"You could say, 'I'm going home, and my laptop is not going with me.' Or, 'I'm turning my BlackBerry off during dinner,'" Maylett says. "Either way, have a plan. Try not to let work impact your home life, and vice versa."

And finally, learn how to say "no" — that scary, avoid-like-the-plague word.

"The trick is to say no without necessarily saying the word," Kint says. "If you have a commitment, or if you just can't handle another project at that moment, communicate that. But do it in a helpful, respectful way."

Change Your Work Hours

For entrepreneurs, "9 to 5" is a song fairy tales are made of. But employees should try and sing that tune, even if it is a different arrangement. (How does "7 to 6" sound, Dolly Parton?)

And that's not to say employees shouldn't work hard — or even extra hours. But Kint says a somewhat predictable schedule will go a long way.

And while entrepreneurs typically schedule the business to monopolize their time (especially in those crucial startup stages), experts still advise at least an attempt at having a life.

Try putting it on your to-do list. See what happens. **Q**

ARE YOU A WORKAHOLIC?

Answer these 10 questions to see if you're all work and no play

1. On average, how many hours do you work in a day?

- A) Exactly seven hours and 59 minutes. I swear the clock ticks slower from 4 p.m. to 5 p.m.
- B) Anywhere from eight to 11 hours.
- C) All day long. I can't get it out of my thoughts.

2. Lunch breaks are:

- A) My saving grace.
- B) Good fun when I have the time.
- C) Time wasters, unless it's a business lunch.

3. I dream about work:

- A) Never. I leave work at the office.
- B) When I'm on deadline — I've given many a presentation in my swimsuit.
- C) Constantly. But that's because I typically sleep on my office couch.

4. Overtime is:

- A) Something you do when there has been sufficient groveling.
- B) A definite necessity here and there.
- C) A typical workweek.

5. Vacation is:

- A) The best part of my job. I usually

take a pocketknife and carve a count-down tally under my desk.

- B) Rejuvenating. It's the perfect time to rest, relax, and come back strong!
- C) Stressful. What if my BlackBerry doesn't get service while I'm snorkeling?

6. Bluetooth headsets are:

- A) Comical. For the life of me, I can't tell when the person is talking to me.
- B) Handy for driving — 10 and 2, baby.
- C) My lifeline. I brush around it when I comb my hair in the morning.

7. My last injury was:

- A) Tennis elbow.
- B) Golf hip.
- C) Texting thumb.

8. How often do you check your e-mail?

- A) When I'm at work.
- B) Every hour or so throughout the day.
- C) What was the question? I can't hear you above all of the pinging.

9. Do you take your BlackBerry with you into the bathroom?

- A) I don't own one. Why would I want to check my e-mail all the time?
- B) If I'm waiting on an important call.

C) Ummm, why wouldn't I take it into the bathroom?

10. When I'm not working, I:

- A) Celebrate.
- B) Relax.
- C) Wish I was working.

IF YOU ANSWERED ...

MOSTLY As

You definitely understand the need to relax, but you may have a tendency to go carpe diem crazy. Make sure to put in the required effort for a job well done.

MOSTLY Bs

Congratulations! You've got the balancing act pretty well figured out. Your home life and work life each have a rightful place on your list of priorities.

MOSTLY Cs

Work is definitely important and rewarding, but slow down and enjoy the ride. And don't worry. The perpetual pinging will eventually stop ringing in your ears.