

Balancing Work, Life and Studying - Avoidance of Burnout

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With the increasing pace of modern life, constant rushing, and the feeling of time scarcity can often add pressure to our lives. Especially when you have to balance work, life, and oftentimes studying all together. This leads to a question - **what can we do to ease the pressure and improve our well-being while balancing our responsibilities?**

Balancing our responsibilities can often feel like being overburdened, leading to burnout. My personal experience during the 1st year as an undergraduate student, juggling studies, work, and life beyond just responsible tasks, led to emotional and physical stress, prompting me to search for a healthy way to balance my life.

Task Prioritization



Oftentimes, we want to give the same attention and importance to all our tasks, spreading ourselves thin. **It is important to prioritise tasks based on their importance**, as not everything carries the same weight each day. It is important to understand that on some days, studies may carry more significance and weight, and on other days, work might need to come first. **By deciding what to prioritise each day, we can maintain a healthy balance, increase focus, and make time for rest.**

Strategies helping to balance the workload

- Creating a daily schedule by making a list and categorising tasks can help set realistic time goals and use time more efficiently.
- We often lose track of time, which reduces productivity. Time management apps such as [Flora - Green Focus](#) or [Focus Keeper - Pomodoro Timer](#) can help improve time management and complete tasks more efficiently.
- Being organised is an essential part of a successful balance. Being aware of your tasks and responsibilities helps you plan your time efficiently, meet deadlines, and excel at your work.
- Stressing the importance of sleep, exercise, and rest can help you stay energised and focused, which is essential for efficient work.

Mental health and wellbeing/ feeling burnout signs before it happens

It is incredibly important to recognise the first signs of burnout before it fully manifests, as, with our busy lifestyles, we can often forget to pay attention to our wellbeing.

WORK-LIFE INTEGRATION



The first warning signs can manifest differently in each person; it might start off as emotional irritability or slight physical changes, such as disturbed sleep or inability to feel refreshed and recharged after a good rest. Noticing these early signs can help you adjust and rebalance your workload to prevent burnout.

Key Takeaways

To prevent overwhelming burnout from managing multiple responsibilities, it is important to prioritise what matters in the moment and plan ahead, focusing on your future responsibilities by creating a strategy that helps you balance your workload. Recognising the early signs of burnout and adjusting your habits accordingly is essential for a healthy, well-balanced lifestyle. After all, looking after your physical well-being is just as important as looking after your emotional well-being, before the stress and pressure of your responsibilities can take over.

Support provided by the University of Westminster

Alongside personal strategies, it is important to make use of the University of Westminster's support services. These are designed to help students manage time, maintain well-being, and prevent burnout:

- [Student Wellbeing support](#)

- Provides confidential, personalised support including professional counselling, 24/7 digital mental health resources, and proactive early-intervention support. Students can access guidance on stress, finances, housing, relationships, and wellbeing, alongside referrals to specialist internal and external services.
- [Study Skills Support](#)
 - Provides workshops, one-to-one support, and online resources to develop academic writing, critical thinking, research, and time management skills. Students can also access personalised feedback, Academic English modules, and digital learning platforms to support independent and flexible learning
- [Personal Tutor](#)
 - Your personal tutor acts as your first point of contact for academic and personal support, offering regular guidance on study planning, gaining further study skills and any matters affecting your studies. They can also monitor engagement, provide tailored advice, and refer you to specialist services when needed.