



**CHILD CARE AND FAMILY RESOURCES  
ELDER CARE AND LIFE CYCLE RESOURCES  
WORK/LIFE SUPPORT**

*Work/Life Tips for Enhancing  
Your Resiliency*  
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Planning and pacing in order to meet your needs and those of your dependents begins with taking care of yourself. As a University of Arizona employee and/or student with work, academic and personal responsibilities, you may also be:

- a parent, foster parent or guardian
- a grandparent or a relative caring for dependent children
- a local or long distance caregiver for older or disabled adults

At UA Life & Work Connections – LWC – we offer support, consultations and assistance should you have dependent (child and elder) care, work/life, counseling and wellness needs. Take a moment and consider these tips for enhancing your resiliency:

**1. Invest in your own well-being.**

Take time to nurture yourself daily with a healthy diet, exercise and adequate rest and sleep.

**2. Organize your responsibilities.**

Develop a plan for addressing work, academic, family and personal needs using a time management or calendar system to minimize the stress of having to "remember to remember."

**3. Set priorities.**

Engage in activities that are stimulating, fulfilling or meet a specific need. Decline those that overload your schedule or add unneeded stress.

**4. Become familiar with campus and community assistance.**

Visit <http://lifework.arizona.edu> to learn more about the many resources available to you, including assistance with child and elder care, and flexible work arrangements.

**5. Make time for leisure and recreational opportunities.**

Create time for yourself by seeking the support of family and friends in carrying out routine household tasks. Inform them about the *type and duration* of the assistance you need, and use your “extra” time for personal relaxation, meditation or reflection.

**6. Remember to laugh and smile.**

Humor can help reduce your stress. Start a collection of comics, jokes and funny stories that can help to keep life in perspective.

**7. Allow yourself to be angry.**

Sometimes plans go awry and disappointments occur, leading to anger and frustration. Develop appropriate outlets for expressing and managing anger, including seeking professional assistance as warranted.

**8. Maintain an active social life.**

A demanding pace can contribute to social isolation. Impromptu and planned gatherings can provide support and perspective. Take the time to be with friends and family.

**9. “Box up” (contain) your worries.**

If worrisome thoughts are preventing sleep, try putting them in an imaginary, lidded box before going to bed. You can inventory your “worry list” later, and may find it has taken on a diminished role following a good night’s sleep.

**10. Acknowledge all that you do.**

It is human nature to focus on what has not been done. Remember to appreciate yourself for all the roles you perform and all of the tasks you carry out using the creativity, resourcefulness and dedicated caring you bring to each day.

UA Life & Work Connections, a unit of Human Resources, invites you to visit <http://lifework.arizona.edu> to review dependent (child and elder) care information, guidelines and links of interest.