

# Work-Life Balance @ Magna



While Magna adapts to the current landscape of global manufacturing, many employees may be feeling the change directly. From the shop floor to the office, workloads, deadlines and production demands are evolving. These types of shifts are common, and it takes time for operations to find a rhythm again.

The phrase “Work-Life Balance” describes how we flow between the obligations of work and our personal lives. So, how do we find work-life balance in a changing environment? A good starting point is focusing on what is within our control. Below is a list of suggestions for finding balance at work and at home. Some strategies may work better than others, so it is important to pick options that support your unique situation and schedule.

## Tips for Finding Balance:

### At-Home:

- Create a transition between work and home, such as a short walk or meeting a friend for a quick coffee before heading home.
- During busier weeks, look for ways to share responsibilities at home and ease the load where possible. Some tasks may need to wait, and that is okay.
- When you are able, prioritize rest and recovery. Make sure to use your allotted vacation or sick days throughout the year.

### At-Work:

- Take a few minutes each day to organize priorities for the next day. Planning ahead can help make deadlines and changing demands easier to manage.
- When possible, take a short break. Try to opt for “walking meetings” if that is available.
- Use Magna’s *Open-Door Policy* to discuss work-related concerns with your supervisor or team lead, including workload, deadlines, or overtime.
- Try Magna’s *Employee and Family Assistance Program (EFAP)* to access up to 6 phone or video sessions with a certified life coach specializing in topics like work-life balance. Details on how to access EFAP are included below.

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