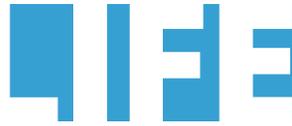


# THE LINKS OF



## MANAGE DEMANDS AND EXPECTATIONS



### **Understand your priorities.**

Knowing what's important to you can help you find balance and maximize productivity.

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### **Be reasonable with work-life balance.**

There is no perfect balance. It's a cycle of reflection, evaluation, and improvement.

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### **Overcome toxic positivity.**

Don't ignore genuine negative emotions. Accept them and approach challenges productively.

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### **Recognize your procrastination.**

Understand why and implement the right strategies to get it done.

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### **Prioritize your health.**

Care for your body and mind – they're your most valuable assets.