



SMME Clinic Masterclass

How To Achieve Work-Life Balance as an Entrepreneur

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Let's Talk

1. Welcome and Warm Up
2. The Realities of Entrepreneurial Life
3. Define Your Balance
4. Work-Life Balance?
5. Build Better Boundaries
6. Time Management and Productivity
7. Rituals, Not Routines
8. Build a Support System
9. Q&A

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LET ME
TELL
YOU A
STORY

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What does work-life balance mean to you in one word

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A woman with long brown hair, wearing a purple t-shirt, is sitting at a desk with a laptop. She has her hands covering her face, suggesting distress or frustration. The background is a whiteboard filled with various hand-drawn sketches and digital icons, including a Wi-Fi symbol, a lightbulb, a play button, a mail icon, a person, a car, a house, and a person sitting at a desk. The entire scene is set against a dark teal background with a wooden surface at the bottom. On the left and right sides of the image, there are hats: a tan fedora with a purple band on the left and a tan fedora with a black band on the right. A small green hat is also visible on the left side.



Define Your Balance

KNOW
YOUR
VALUES

Ask Yourself ...

- “What does this mean to me?”
- “How does this show up in my work and life?”
- “What happens when I ignore this value?”

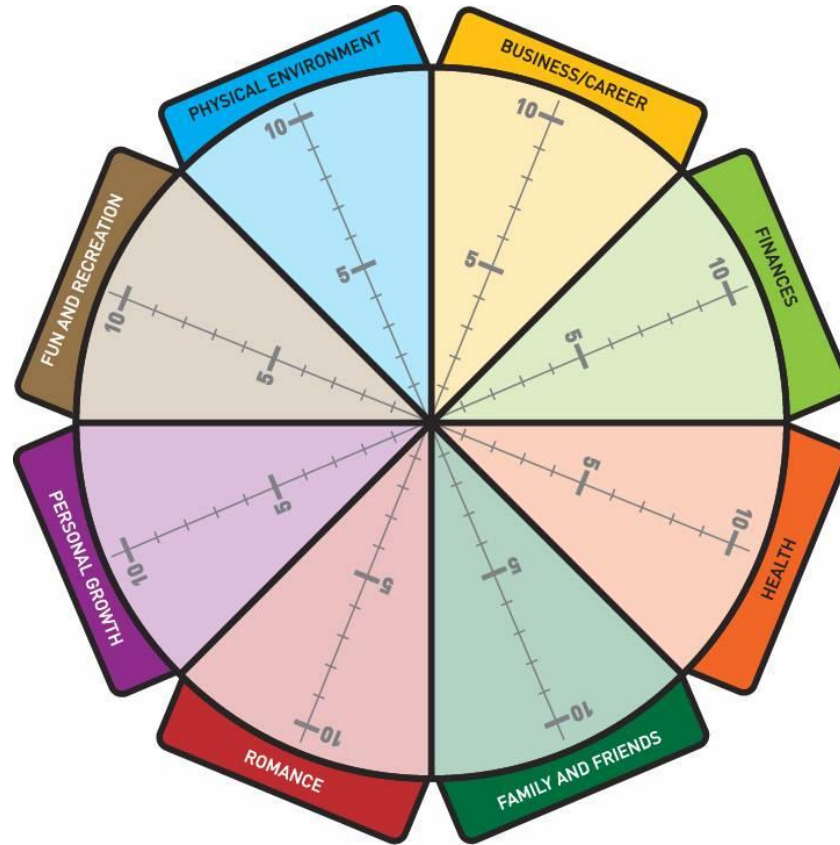
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Wheel of Life



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Work-Life Balance VS Work-Life Integration

Work-Life Balance

is the idea of keeping work and life separate, like two sides of a scale. The goal is to *balance* the time and energy you give to each so one doesn't overpower the other.

Think: *“I work 9–5, and after that, it’s my time.”*

Work-Life Integration

recognises that work and life are often blended — especially for entrepreneurs. It’s about creating *flow* between personal and professional responsibilities, in a way that feels natural and aligned.

Think: *“I take a morning walk with my kids, then work, then meditate between meetings.”*

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Work-Life Balance VS Work-Life Integration



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Build Better Boundaries



Types of boundaries:
time, energy, emotional, digital

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Build Better Boundaries



The myth of "more hours = more success"

Practical boundary-setting strategies:

- Define and communicate your working hours
- Establish tech-free zones or times (e.g., during meals, before bed)
- Non-negotiable personal time: treat it like a business meeting

Say "no" to avoid overwhelm and maintain focus

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Build Better Boundaries



Practical examples:

- Schedule “CEO time” weekly
- End the workday at a set hour
- Use autoresponders or clear communication for clients
- Allocate time aligned with the

Wheel of Life

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Time Management and Productivity



Time-blocking: allocate specific hours for work, breaks, and personal tasks

Use planning tools and technology to streamline tasks

Delegate responsibilities to team members or outsource where possible

Schedule regular breaks to recharge and boost creativity

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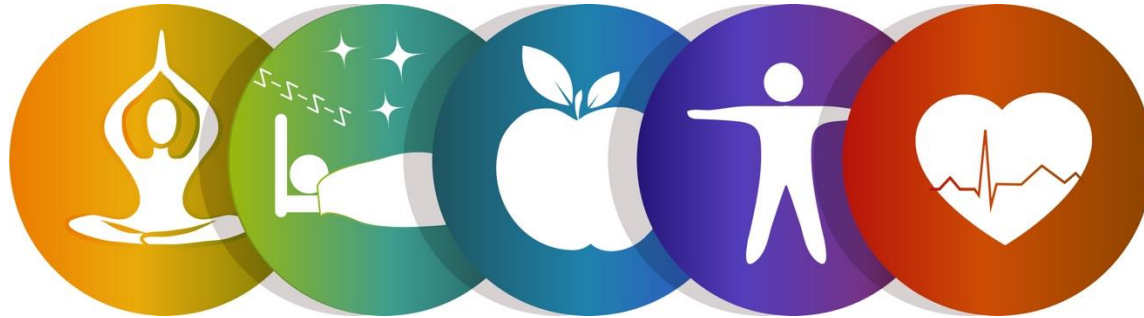


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Prioritise Self-Care and Wellbeing

Sleep | Food | Movement | Stress Management | Connection



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Build a Support System



- The value of a personal and professional support network
- Seek mentorship, peer groups, or business communities for advice and accountability
- Involve family and friends in your entrepreneurial journey

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Q&A

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Thank You

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