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VET CANDY

Ophthalmology

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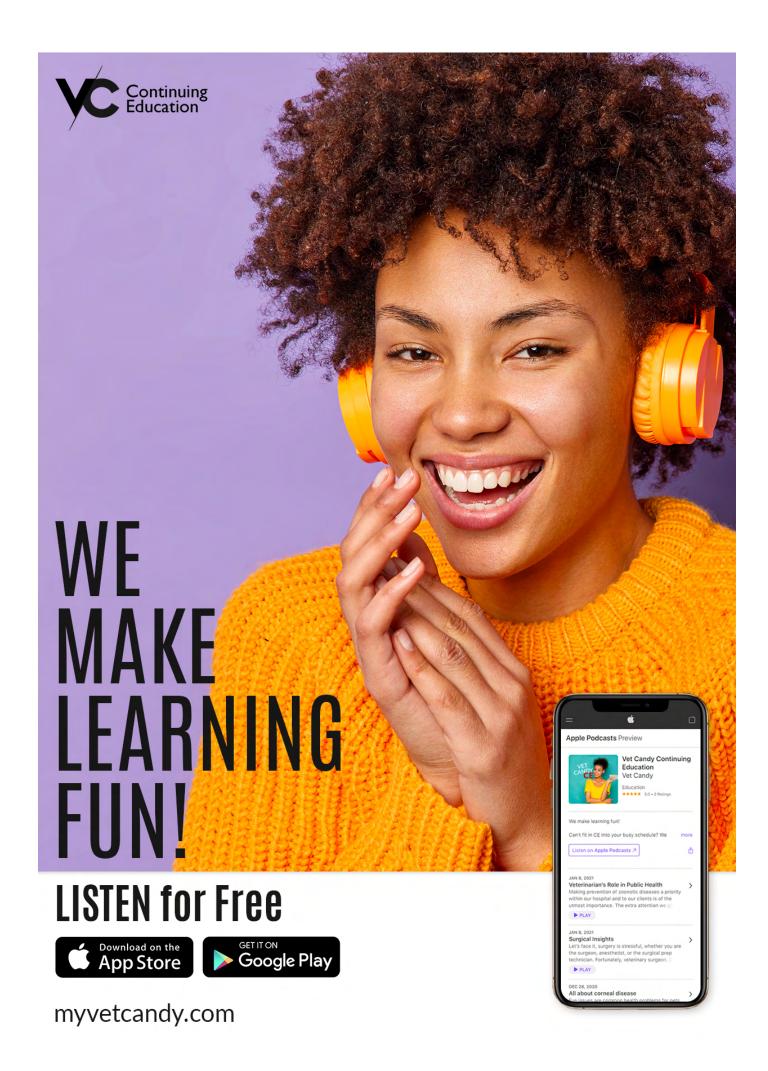
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# Welcome to the world of *VET CANDY*

#### DR. JILL LÓPEZ

EDITOR-IN-CHIEF

Welcome to this issue of Vet Candy Magazine, where we are talking all about the eyes. Patients are brought to us for a variety of reasons, and according to Healthy Paws Pet Insurance, the eyes are one of the most common. Healthy Paws evaluated nearly 800,000 customer claims filed from January 1 to December 31, 2019 and identified the top ten accidents and illnesses for both cats and dogs. Eye conditions topped the list of both species.

For this issue, we are highlighting Dr. DJ Haeussler, a board-certified veterinary ophthalmologist and owner of the Animal Eye Institute. You may recognize Dr. DJ if you follow his social media profile, where he posts incredibly graphic images of ocular disease. If you aren't following him, you definitely should, because it is a learning experience!

Dr. DJ is also teaming up with Vet Candy and Sentrx Animal Care to bring you a free master's course in ophthalmology. Whether you are new to the field or you want to brush up on your skills, this course is for you. Check out

myvetcandy.com/eye to sign up for free!

This issue also has lots more great information, including tips for making your life easier! As editor-in-chief, I would like to thank our amazing writers, who bring their expertise to this endeavor. They have all made this issue possible, and I hope you enjoy it.



### SIX DEGREES OF DR. DJ HAEUSSLER

DR. JILL LÓPEZ

If you have connected with Dr. DJ Haeussler on social media, chances are that you have been enjoying his constant feed of graphic ocular disease images, including retinal detachments, corneal ruptures, and corneal squamous cell carcinomas. If you are into eye disease, then Dr. DJ is your man!

This Ohio native and board-certified veterinary ophthalmologist has veterinary medicine in his blood literally. His father, Dr. David Haeussler, was a small-animal veterinarian in Cincinnati. One of the things DJ enjoyed most as a child was listening to stories about his father's work life. It is no surprise that he followed in his father's footsteps by attending Ohio State University College of Veterinary Medicine. While he was there he also met and later married his wife, Dr. Jayme Zimmermann Haeussler. As a father of two boys, he has his fingers crossed that at least one of them decides to take up the family trade.



#### HERE ARE SOME INTERESTING THINGS WE LEARNED ABOUT DR. DJ.

#### NAME THREE QUALITIES THAT GOT YOU WHERE YOU ARE TODAY:

Without a doubt, I believe in the phrase work hard, play hard. Working hard has pushed me to where I am today. I am an extremely big believer that you can outwork competition and outwork many problems that arise. But I also know you have to make time for your home life, especially as a father, and that means enjoying your time away from work.

I also believe that you are as strong as your team. I am very fortunate to have an incredible team at my clinic. We have a workplace culture that is focused on respect and open communication. If there's a problem, we talk about it. We listen to each other, and while we sometimes disagree, we still have respect for each other's opinions.

#### BEST CAREER ADVICE YOU EVER RECEIVED?

The best advice I ever received was from my father who told me to "focus on doing the absolute best job on each patient and for each client, and success will follow." I have found this to be very true.



#### HOW DID YOU MAKE YOUR FIRST DOLLAR?

When I was twelve years old, I started a lawn-mowing business with a friend. We began cutting lawns in our neighborhood. In our first year, we had three steady accounts. We were making money and learning about business. By the time I left for college, our business had grown to sixty weekly accounts. Working hard helped me appreciate the value of money.

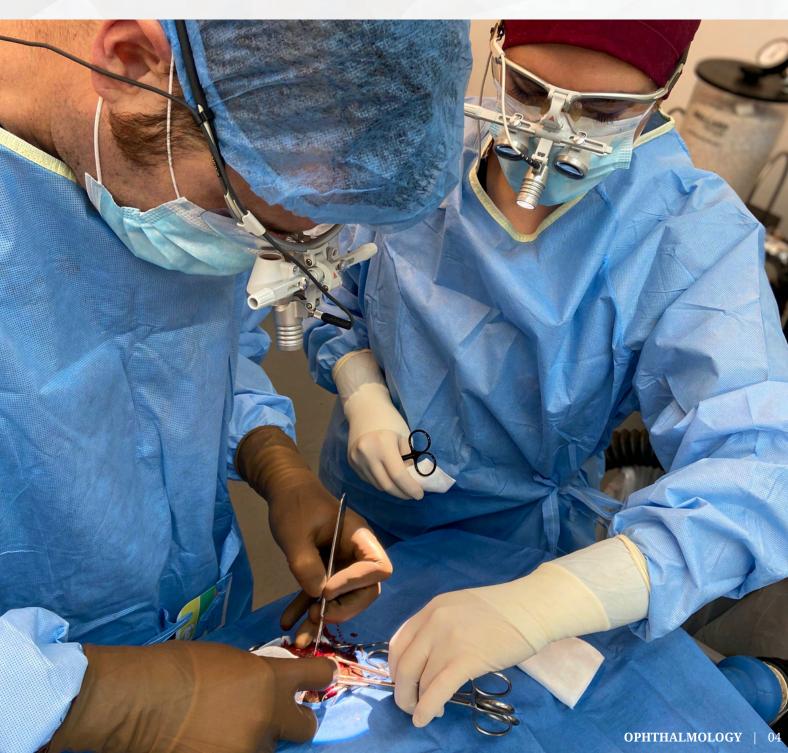
#### **MOVIE WITH THE GREATEST ENDING?**

Even though I am a diehard Ohio State University football fan, my favorite movie is *Rudy*, based on

the true story of Daniel "Rudy" Ruettiger, who dreamed of playing football for Notre Dame despite being small in stature. I really enjoyed the theme that hard work, perseverance, courage, and character can overcome even the most daunting of goals.

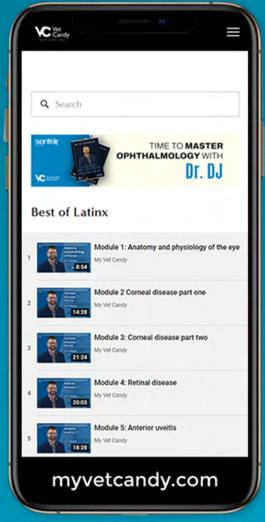
#### IF YOU COULD LIVE IN A FOREIGN COUNTRY, IT WOULD BE...

Brazil, hands down. I recently had the opportunity to lecture with some colleagues in Brazil, and I was amazed at the culture, the people, and the food of the country. Of course, the weather is simply amazing.



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#### BioHAnce™ Technology

Learn about the innovative technology that sets Sentrx ophthalmology and epidermal repair products apart from any others in pet healthcare.

- Patented and proprietary: BioHAnce technology uses advanced bioengineering to create a molecular matrix of crosslinked hyaluronic acid (HA) that can be specifically modified for each formulation and particular tissue environment, including ocular and skin surfaces. It produces a cellular scaffolding with unique physical and chemical properties that enhances hydration, accelerates the body's own healing processes and extends duration in tissue.
- Bioengineered for effectiveness and duration: HA is a naturally occurring substance throughout the body of humans and animals that plays a key role in hydration, tissue lubrication and healing processes. Before BioHAnce, the rapid degradation of naturally occurring HA limited its clinical applications and efficacy in the real world. This patented technology makes it possible to chemically modify the HA so it is more resistant to degradation, while providing an ideal environment to enhance natural healing processes and unique muco-adhesive properties that extend hydration and lubrication. The concentration of BioHAnce may vary based on the intended use.
- Products with no active ingredient, yet actively support healing and hydration: The unique crosslinking process creates a hydrogel that acts as a molecular scaffolding material. Therefore, our ocular and dermal products DO NOT have an active ingredient, but instead are scaffold materials that allow the natural healing process to occur more quickly.



• How our crosslinked HA compares to traditional crosslink alternatives: Our BioHAnce technology is a purified product. There are no side components that have any detrimental or toxic byproducts or irritating effects. Traditional crosslink technologies use a process that can result in poor biocompatibility, an elevated immune response or inflammation.





#### BioHAnce™ Technology

#### How it's made:

BioHAnce is created by making two modifications to hyaluronic acid. We purchase medical grade hyaluronic acid made by a fermentation process that is free of animal products, which is modified and purified prior to use in our dermal and ocular formulations. Certificates of Analysis for all raw materials are kept at our manufacturing facility in Salt Lake City, Utah. Following the final purification, the solution of BioHAnce is sterile filtered and aseptically crosslinked to form the final HA gel product.

Learn more at sentrxanimalcare.com/products/biohance-technology/

#### **Key Benefits of Crosslinked HA:**

- Extends duration in ocular and dermal surfaces
- Accelerates the body's own healing process
- Enhances hydration and lubrication in tissue
- Creates a thin barrier that soothes and protects
- Can be tailored to match the specific tissue environment
- Unlike some veterinary products that are derived from human treatments, Sentrx BioHAnce products are designed and developed to support pets

#### Crosslinked vs. Non-Crosslinked HA Products

- Crosslinking creates a more viscous lubrication at a lower concentration. It also has muco-adhesive properties that a base HA molecule does not. For this reason, it stays on surfaces longer and does not get cleared from the eye during blinking like traditional HA eye drops do.
- Once you crosslink HA, it changes the chemical and physical properties of HA. As a result, you can't compare the concentration of an HA product to the concentration of a crosslinked HA product. The crosslinking process effectively creates an infinite molecular weight and thus the physical properties are different.
- The higher the molecular weight of a product the harder it is to get into solution. Our crosslinked formulation nearly creates an infinite molecular weight but allows for scaling, purification, and sterile filtration.

#### See case studies!

Sentrxanimalcare.com/casestudies



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Whether you are a recent graduate or want to upgrade your skills, this FREE course is for you!

Our practical approach to learning is aimed at increasing your clinical confidence. Complete all modules to receive your certificate of completion.

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- ♦ On demand access 24/7
- ♦ 8 modules
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# THREE THINGS YOU NEED TO KNOW ABOUT CORNEAL ULCERS

#### Dr. DJ Haeussler

Corneal ulcers are an erosion or wound on the surface of the cornea resulting in loss of the corneal epithelium. Corneal ulcers can be considered simple or complicated. Simple ulcers involve the corneal epithelium and typically heal within one week's time. Complicated ulcers are defined by an ulcer that involves the stroma, persists for over one week, or becomes infected.

#### DIAGNOSING A CORNEAL ULCER

Determining the etiology for corneal ulcerations is important for guiding the treatment plan. A full ophthalmic examination should be performed, including Schirmer tear testing,

fluorescein staining, and close assessment for adnexal abnormalities, palpebral fissure size, globe movement and position, trauma, or foreign material.

Cranial nerves (CN) should also be tested to evaluate blink response (CN V and VII) and to determine if the affected eye is visual and light-responsive with menace and pupillary light reflex (PLR) testing (CN II and III). If a primary cause is noted for the ulcer, it will likely increase the risk of the ulcer becoming complicated or indicate the need for referral for additional therapeutic procedures in the future (e.g. adnexal surgery, diamond burr debridement, dry eye management, conjunctival grafting).



Careful attention to fluorescein stain uptake patterns will also indicate if referral is necessary. Superficial ulcers have distinct borders and show positive stain uptake on the "floor" of the ulcer. As ulcers become deeper, the walls will have positive stain uptake with occasional diffusion into the nearby stroma, creating less distinct margins. Continuing to progress, descemetoceles will not stain at the center of the ulcer, though the stroma surrounding the defect will show positive stain uptake.

An ulcer at any depth should be examined for possible infection. Signs of infection can be as mild as a subtle yellowish-green discoloration surrounding the defect to loss of rigidity of the corneal surface resulting in a dissolution of the stroma ventrally (melting corneal ulcer).

#### SIMPLE ULCERS

If no persistent inciting cause is found or is removed (i.e. superficial foreign material), treatment may be initiated for simple, superficial corneal ulcers. The treatment plan may include broad-spectrum topical antibiotics every 6 hours (neomycin, polymyxin B, bacitracin), pain relief via topical atropine once daily, oral pain medications (NSAIDs or gabapentin), tear stimulants if warranted, hyaluronic acid tear supplements, and an E-collar to prevent selftrauma.

Re-evaluation is recommended within 5-7 days for superficial ulcers or sooner if the owner notes worsening signs at home. If the ulcer is not healed, refer for further evaluation for anatomical abnormalities (ectopic cilia, palpebral fissure size, globe and eyelid conformation), more aggressive medical management, debridement of an indolent ulcer, or possible surgery if the ulcer has progressed.





#### COMPLICATED ULCERS

Referral to a board-certified ophthalmologist is recommended for deep stromal ulcers, descemetoceles, and melting corneal ulcers. Referral will allow for closer monitoring and aggressive care, including collecting samples for culture and sensitivity to adjust medical management as the ulcer is monitored if surgical intervention is not initially warranted. Surgical intervention is beneficial for stabilizing stromal ulcers affecting greater than half of the corneal thickness, descemetoceles, melting corneal ulcers, or already perforated globes. Perforation can be identified by visualizing synechia in the anterior chamber involving the defect or bulging of the iris (iris prolapse) as it aids to plug the corneal defect. These lesions are intricately repaired with various corneal grafts using surgical microscopes.

Owners should be counseled on the risks for rapid progression if treating complicated ulcers medically. Follow up should be scheduled within 24-48 hours of initiating aggressive treatment to monitor for corneal perforation. Antibiotics with additional gramnegative and bactericidal coverage (fluoroquinolones, cephalosporins, aminoglycosides) should be used in complicated ulcers.

Application every 2-4 hours for very deep ulcers in the initial 24-48 hours is recommended along with avoiding ointments due to the risk of uveitis if corneal perforation occurs. Anticollagenase products should also be added to this protocol. Topical serum every 2-4 hours acts locally to prevent the proteolytic properties of bacteria while oral doxycycline (10mg/kg/day) acts systemically for its antibiotic, anti-inflammatory, and anticollagenase properties. Both will act to prevent worsening infection and a melting corneal ulcer. Hyaluronic acid-containing tear supplements can also be used to improve healing.

10 things mentally resilient people let go of to gain bliss

By Renee Machel

I began studying mental health, strength, and resilience over 10 years ago. I was suffering significantly as a result of my unbalanced emotions, thought patterns, and behaviors that kept those negative loops spinning, me miserable and my life stagnant. I was a canoe in the body of water we call life, with every ripple big and small— my boat rocked.

What I realize was simple yet profound. Changes start with you, how you experience life and how your life unfolds. Personal evolution or development can be guided consciously.

#### 'Cut the Cancer Off'

Recognize that certain people in your life need to go, and it needs to be cut and dry. Then you monitor closely and often to ensure no new growth, meaning make sure that any new relationships or old relationships are still serving you- if not- let it go.

#### **Acknowledge Stagnation**

When you stop growing, training, learning, evolving, taking new moves or risks. It is in our nature to stay in a 'safe' bubble- for survival but that's the old brain thinking that the phone call you make that could positively change your life is while unnerving- necessary rather than a source of fear that inhibits your true thriving in life.



### End Negative Self Talk-Have you ever REALLY paid attention to the

internal monologue that plays 24/7, the way you speak to yourself? Is it as kind as the way you speak to your dearest friend? Step one notice it. Step two STOP it. Step three replace with a more helpful thought.

#### Completion vs Perfection

Perfectionism can 'set in' as early as age 5. Retraining your brain for completion can move someone with anxieties around perfectionism and 'control' into effectively operating and completing the many tasks in any given day.

#### Release Anger

Anger is a lump of hot coal in your hand and your hand only. Research forgiveness meditations, and the art of forgiveness. Let it set you free. Get away from the victim mentality and express that desire to release what holds you back.

#### **Expectation vs. Appreciation**

You cannot simultaneously be pissed and grateful at the same time. Move your expectations (especially those you haven't voiced and expect, once again, people to read your mind) -- into an attitude of gratitude/appreciation.

#### 'Keeping up with the Jones'

Stop comparing, stop trying to keep up with values that do not align with yours, often on a quest for material goods. Understand that often they will not bring you closer to your inner peace or state of bliss and enjoyment, contentment.

#### Get back up

'Everyone has a plan until they get punched in the face'. Distinguish between resilience and strength and how you can close the gap when you get knocked down. By employing this and many other personal or mental training development skills (some in this article) you can begin to handle the toughest stuff with grace.

**Shift the Lone-Wolf Mentality** 

In the darkest of times, people think that they have to go it alone. Isolation creates a negative loop that doesn't help you move forward.

Building a support system is key for thriving.

#### **TOO MUCH logic**

How many times does your logic, ego, and analytics talked you out of something to into something for that matter, and steered you in a direction away from your true values? Check-in with yourself and your intuition.



### **Four things** you need to know about cross-linked

# HYALURONIC ACID AND CORNEAL HEALTH

BY DR. DJ HAEUSSLER AND DR. ERICA BONO

#### What is hyaluronic acid?

Hyaluronic Acid (HA) is found in many commercial topical tear film replacement therapies. It is a high molecular weight glycosaminoglycan that is naturally occurring in the body and that helps support the wound healing process. HA has been found to have ameliorative effects in cases of keratoconjunctivitis sicca (KCS). HA-containing artificial tear products can recreate the viscous nature of natural tears due to its mucus-adhesive properties; they also contain properties that facilitate the natural blinking process. Ultimately, HA helps stabilize pre-corneal tear film and improves corneal hydration and lubrication. HA has also been shown to stimulate corneal epithelial cell migration and adhesion.<sup>2,3,4</sup>

#### Why cross-linking matters?

The main limitation of non-cross-linked HAcontaining tear replacement therapies is the frequency at which owners need to apply the medication (4 to 6 times daily) to achieve an appropriate response to treatment. It has been found that cross-linked HA formulations have increased the amount of time HA exists on the cornea, thus leading to the same benefits that regular HA solutions provide, with the added benefit of decreased dosing frequencies.<sup>5,6</sup> Cross-linked HA has also been found to aid in the faster healing of some corneal ulcers when compared to non-crosslinked  $\mathrm{HA}^{7,8,9}$  This added benefit of crossed-linked HA makes these types of tear film replacements superior when choosing between products to use for patients with existing corneal damage.



#### How does it work?

Cross-linking is a chemical strategy that links HA molecules to one another, creating a polymer network. This process extends the retention properties of HA and decreases its susceptibility to enzymatic degradation, which ultimately reduces the number of times it needs to be re-applied to the cornea during the day.<sup>5,6</sup> The increased tissue scaffolding matrix that is formed secondary to cross-linking is also conducive to re-epithelialization over corneal defects.<sup>7,8,9</sup> There have been multiple studies performed evaluating the safety and efficacy of the use of cross-linked HA in both KCS treatment and corneal wound treatment. In one study, evaluating exaggerated dosing in rabbits for 28 days, it was concluded that cross-linked HA is very safe. The same study also evaluated the use of cross-linked HA for treatment of acute ulcer healing in dogs and cats. It was found that acute ulcers treated with crosslinked HA healed significantly faster when compared to those treated with non-crosslinked HA. These findings provide insight that, when used appropriately, cross-linked HA can aid in the healing of certain corneal ulcers due to its properties on epithelial cell migration and adhesion.

### CLINICAL FEATURES OF FELINE BACTERIAL **KERATITIS**

A study evaluated records from 81 cats with bacterial keratitis confirmed by corneal culture. Animal signalment, bacterial isolates, aerobic bacteria, in vitro antimicrobial susceptibility test results, and pertinent clinical features were recorded. More than 100 aerobic bacterial isolates were recovered from corneal samples. The most frequent bacteria isolated were Staphylococcus species, which constituted 55% (56/102) of total isolates.

Aerobic bacterial isolates grouped together had the highest percentage of susceptibility to ofloxacin (100%), ciprofloxacin (94%), chloramphenicol (93%), doxycycline (92%), ticarcillin (90%), gentamicin (89%), moxifloxacin (89%), tobramycin (86%), neomycin (85%), amikacin (84%), and cefazolin (84%).

The same isolates had the lowest percentage of susceptibility to polymyxin B (2%), bacitracin (15%), and clindamycin (31%).

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#### BioHAnce™ Technology

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#### Request a sample!

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#### Designed to last longer

Uniquely contains a patented crosslinked hyaluronic acid gel technology supported by masked clinical studies.





#### **Corneal Repair Gel**

An ocular formula that contains the highest eye care concentration of BioHAnce biologically enhanced HA. Oculenis is only meant to be used with standard treatment regimes and does not contain antibiotics.



#### Episanis BioHAnce" Skin and Wound Gel

#### Designed to accelerate healing

Enhanced duration means a single daily application may be all that is needed for uncomplicated injuries



#### **Clinical application**

Lacrimomimetics, such as HA-containing ophthalmic ointments, are crucial when it comes to treating patients with KCS, as well as in patients where lagophthalmos, amongst other eyelid disorders, is present. These conditions predispose the cornea to significant ulceration, which sometimes requires emergency conjunctival grafting procedures by a veterinary ophthalmologist to save the eye. Applying a tear replacement ointment to the eye throughout the day can help sustain the health of the cornea and help prevent ulcers from occurring. However, owner compliance is important for the efficacy of these medications. Cross-linked HA has shown benefits in both the healing of corneal ulcers and increased owner compliance due to the deceased frequency of application. This type of tear replacement therapy may be a good choice for patients suffering from tear film deficiency disorders, as well as other disorders that predispose the cornea to ulceration.

**APPLYING A TEAR** REPLACEMENT OINTMENT TO THE EYE THROUGHOUT THE DAY CAN HELP SUSTAIN THE **HEALTH OF THE CORNEA** AND HELP PREVENT ULCERS FROM OCCURRING.

## Steps for Starting a HEALTHY LIFESTYLE

#### BY LAUREN HODGES

So, you've made the decision that it's time to kick your health up a notch and focus on your bodies' needs. That's fantastic! The first thing I need you to remember is that this is a lifestyle, a journey, not a quick fix. You need to make active changes to your daily life in order to reach any healthy lifestyle goal but don't worry, it's really not that intimidating! Let's discuss the first five steps you should do when starting your healthy lifestyle journey!

#### **DEFINE "HEALTHY"**

You might be thinking, "I know what the word healthy means", and I'm sure you do! However, I'm not looking for a Google definition here. What you need to do is sit down with a pen and paper and take a few minutes to determine what "healthy" means to you. This varies for every single person and for some, it may mean you reach a certain weight, for others it's about your mental state. Define it, write it down, and tape it up somewhere you can see it every single day!

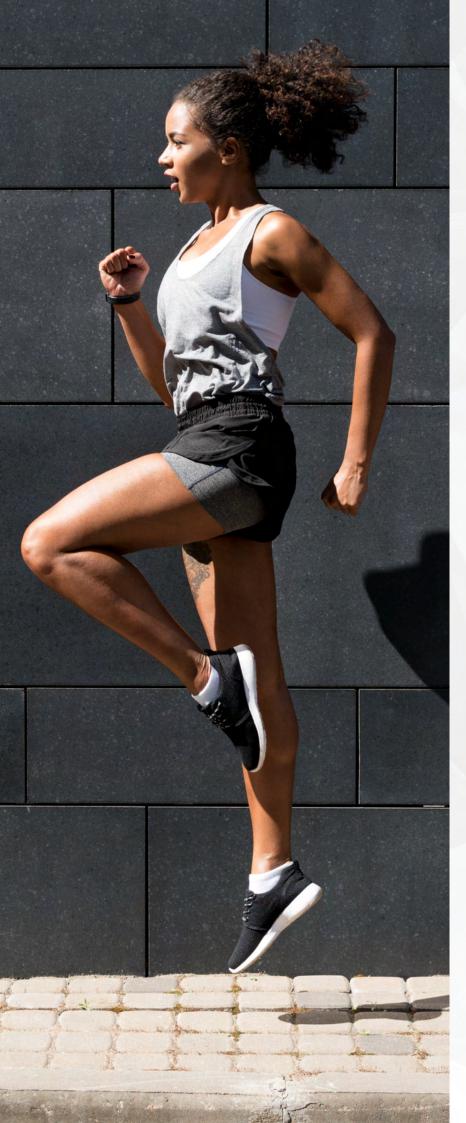
#### **DETERMINE YOUR GOALS**

This is where you get to go all out. Don't think small, think universal! Write down any and every health-related goal that you have. Are you looking to drop x-number of pounds? Are you trying to find a happy balance between your work life and your play life Right now, there are no limits, no boundaries, don't doubt yourself here, just write!









#### **BREAK THOSE GOALS DOWN**

For whatever reason, people seem to think that 90 days and 60 days is a short amount of time and that anybody can do anything for 2-3 months. Maybe you can, and that's great, but let's start even smaller. If you want a lasting lifestyle change, you need to create daily habits and the best way to do that is to start with micro goals and build from there. For example, if one of your goals is to run a 5k, start with a simple goal of lightly jogging ½ mile every day for 1 week!

#### **CREATE A SCHEDULE**

Whether on paper, on a white board, or in your phone, it is extremely important to create a schedule for your journey! Treat it almost like it's a job or a "must be done" task. Pencil it in, make time for it. You are more likely to fall off the bandwagon if you see it as an option rather than a priority. Also, a schedule helps you organize your thoughts, keeping you stress-free!

#### TRY NEW THINGS.

Every healthy lifestyle should involve some kind of physical activity, but not every type of workout works for every single person, and that's okay! Take 30 days to try out different types of physical activity that you can incorporate into your daily routine. Do not judge yourself for the workouts you are doing, how you are doing them, or why Susy next door loved it and you don't! That's the beauty of this journey, it's yours!

These steps may seem small, but the first steps are by far the most important to any healthy lifestyle journey. It's like any math problem, you can't do algebra before you can do simple addition. Take a couple of days to figure those things out, then hit that start button!

### BACTERIAL CULTURE RESULTS FROM BACTERIAL ULCERATIVE KERATITIS

Researchers designed a study to compare aerobic bacterial culture results between samples obtained from the corneal ulcer versus lower conjunctival fornix in eyes with presumed bacterial ulcerative keratitis. The study evaluated 55 client-owned animals with an ulcerative keratitis diagnosis. Microbial swabs were collected by direct sampling of the infected corneal ulcer as well as the lower conjunctival fornix of the same eye, using a sterile rayon-tipped swab. Samples were submitted to an outside reference laboratory for aerobic bacterial culture and sensitivity.

### RESULTS:

The most commonly isolated organisms were Staphylococcus pseudintermedius (25%), beta-hemolytic Streptococcus spp. (23%), and Pseudomonas aeruginosa (12%). Methicillin-resistant organisms were isolated in 9% of samples.

# PARADOXES

## OF THE BRACHYCEPHALIC DOG-OWNER RELATIONSHIP

#### MY VET CANDY

Popularity of brachycephalic dog breeds is likely at an all-time high these days, with Frenchies leading the charge as influencers on Instagram. Even though these breeds have well-documented health issues, their popularity continues to soar.

A study from 2168 owners of brachycephalic dogs evaluated health issues and owner awareness. The study involved 789 pugs, 741 French bulldogs, and 638 bulldogs: The most common owner-reported disorders in their dogs were allergies, corneal ulcers, skin-fold infections and Brachycephalic Obstructive Airway Syndrome (BOAS).

One-fifth (19.9%) of owners reported that their dog had undergone at least one conformation-related surgery, 36.5% of dogs were reported with a heat regulation problem, and 17.9% with problems breathing.

Despite awareness of their dog's health issues, 70.9% owners considered their dog to be in very good health or the best health possible. Paradoxically, just 6.8% of owners considered their dog to be less healthy than average for their breed.

Dog owner-relationships were extremely strong across all three breeds. Emotional closeness to their dog was highest for owners of pugs, female owners, and owners with no children in the household.







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**Corneal Repair Gel** 





**Accelerates Healing** 

#### See why veterinarians rate Sentrx products 4.5/5 stars 1 See more reviews on Vetcove.com

Ilia Medina, **DVM** 



My personal dog has KCS and one of the most upsetting things about the disease is the constant mucoid discharge. I feel typical eye lubes only add to this globbing of discharge but the Sentrx products not only didn't add to the globs but my pet's tear film improved and became less mucoid. I also have to apply these drop less frequently than other products. I know my clients will be happy with this product because I have first hand experience using it and am happy with the results.

> Traci Teabo, **Vet Tech**



The wound care product (Episanis) is amazing!



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1. Data from 128 veterinarians on VetCove.com on file as of 4/1/2021

### Secretsto creating work-Life balance

BY LEXY FARREL

Back in the day, people were convinced that working was their only purpose in life. Fast forward to the present day, employers and employees are starting to realize that there is far more to life than spending it at the office. Companies are starting to realize that they're losing a lot of good employees due to burnout. Burning your employees out means you are working them too hard and they don't enjoy or want to do their jobs anymore.

Companies are hopping on the work-life balance train and allowing their employees to take a break from work when they're feeling burnt out. There are ways you can create a work-life balance for yourself too though.

### 5 WAYS TO CREATE A WORK-LIFE BALANCE FOR YOURSELF:

#### 1. Prioritize your time

When it comes to both your professional life and your personal life, to-do lists are your best resource. Every morning and every week you should write down all the things you need to get done that day or week. Don't write them in any particular order at first. Look at your list and then categorize them into these categories:

- Urgent & important
- Important but not urgent
- Urgent but not important
- Needs to be done but after everything else is done

Breaking them into these categories will help you to manage your time on things that need to be done first. This creates a work-life balance because you won't be coming in early or staying late to get work done, so you can have more personal time for yourself each day.

#### 2. Manage your mind

When you're trying to balance your work and personal life, you have a million things on your mind. Did I finish that report for my boss? Did I forget to send that email? Did I feed the dog this morning? Do I have to drop off or pick up my children today? Juggling so many thoughts can lead you to feel burnt out. Take time each morning or night to organize your thoughts – whether that be through doing something you love like reading, or spending 20 minutes meditating. Your mind is your bread-and-butter, don't ruin it.



#### 3. Use your PTO

People oftentimes get so caught up in work that they don't take the PTO available to them. Our bosses can sometimes make us feel guilty for using our time, especially if it's a busy time of year, but don't let them get into your head. You worked for the time and you better use it! When you do use PTO, don't check in at work – they'll be able to survive without you for a week!

Creating a work-life balance will only benefit you and your mind. We often see people get overwhelmed with their professional and personal lives, and they oftentimes can't separate the two. This will only lead to your feeling burnt out and run down, and that isn't good for anyone. So, take that vacation and use the PTO hours! Take time to do things that bring you joy and happiness and allow yourself to forget about work for a while.







