Department chairs often feel that their leadership responsibilities consume all their time. In this highly interactive workshop, participants will begin by exploring what work-life balance means *for them*. What do they regard as *work*? What do they regard as *non-work*? The workshop will them proceed to examine some proven techniques for building better boundaries between work and non-work without hampering one's career. Attention will also be given to myths of work-life balance, such as that every day needs to be balanced or that balance can only be achieved over the course of an entire career (e.g., separating work life from retirement life). Systems for delegating and outsourcing responsibilities will be presented as well as constructive and diplomatic ways of saying *no*.