

VOCABULARY · EPISODE 71

Mics Off 2 Work Isn't Everything

Key words & expressions · English + Español

10 words

Your English Toolbox

1

work-life balance

el equilibrio entre trabajo y vida personal · la conciliación vida-trabajo**DEF**

the healthy distribution of time and energy between professional responsibilities and personal life, rest, relationships, and wellbeing

Work-life balance is one of the most discussed concepts in modern English — it appears in job interviews, wellness conversations, and cultural critiques of hustle culture. Knowing how to discuss it naturally is essential for professional English.

ES

La distribución saludable de tiempo y energía entre las responsabilidades profesionales y la vida personal, el descanso, las relaciones y el bienestar.

Uno de los conceptos más discutidos en el inglés moderno.

Work-life balance is not about working less — it is about not letting work take everything.

Work-life balance is not about working less — it is about not letting work take everything. -> El equilibrio entre trabajo y vida personal no se trata de trabajar menos — se trata de no dejar que el trabajo se lleve todo.

She finally found her work-life balance when she started treating English study as part of her personal time, not a chore.

She finally found her work-life balance when she started treating English study as part of her personal time. -> Finalmente encontró su conciliación vida-trabajo cuando empezó a tratar el estudio del inglés como parte de su tiempo personal.

2

to draw the line

poner límites · trazar una línea que no se cruza**DEF**

to set a limit on what you are willing to accept or do; to decide that something has gone far enough

Draw the line is the moment of self-assertion — you are saying 'this is where I stop'. Essential for professional conversations about workload, boundaries, and expectations. One of the most useful idioms for assertive English.

ES

Establecer un límite sobre lo que estás dispuesto a aceptar o hacer; decidir que algo ha llegado demasiado lejos.

Es el momento de autoafirmación — estás diciendo 'aquí es donde me detengo'.

She drew the line at working weekends — that time was for her family and her English practice.

She drew the line at working weekends — that time was for her family and her English practice. -> Puso límites en trabajar los fines de semana — ese tiempo era para su familia y su práctica de inglés.

Learning when to draw the line is as important as knowing how to work hard.

Learning when to draw the line is as important as knowing how to work hard. -> Aprender cuándo trazar una línea que no se cruza es tan importante como saber trabajar duro.

3

to set boundaries

establecer límites · establecer límites claros sobre lo que aceptarás y lo que no

DEF

to establish clear limits about what you will and will not accept — in relationships, work, or social situations

Set boundaries is the modern self-care and professional phrase. In English-speaking work culture, the ability to set and communicate boundaries is seen as a professional competence, not a personal weakness. 'I do not check emails after 6pm', 'I prefer not to discuss that' — these are boundary statements that native speakers express directly.

ES

Establecer límites claros sobre lo que aceptarás y no aceptarás — en relaciones, trabajo o situaciones sociales.

La frase moderna del autocuidado y lo profesional. En la cultura laboral anglófona, establecer límites es vista como una competencia profesional.

Set boundaries at work clearly and early — it is easier to maintain them than to establish them later.

Set boundaries at work clearly and early — it is easier to maintain them than to establish them later. ->

Establece límites en el trabajo con claridad y pronto — es más fácil mantenerlos que establecerlos más tarde.

She set firm boundaries around her working hours and found that her productivity and wellbeing both improved.

She set firm boundaries around her working hours and found that her productivity and wellbeing both improved. -> Estableció límites firmes alrededor de sus horas de trabajo y descubrió que su productividad y bienestar mejoraron.

4

to switch off

desconectarse · dejar de pensar en el trabajo o las responsabilidades — desconectarse mentalmente y descansar

DEF

to stop thinking about work or responsibilities — to mentally disconnect and rest

Switch off is the recovery phrase. In an always-connected professional world, the ability to switch off — to genuinely not think about work during non-work hours — is increasingly rare and increasingly important. Research shows that inability to switch off leads to burnout, poorer decisions, and reduced creativity.

ES

Dejar de pensar en el trabajo o las responsabilidades — desconectarse mentalmente y descansar.

La frase de recuperación. La capacidad de desconectarse genuinamente del trabajo es cada vez más rara e importante.

Switching off fully after work makes you more effective during work — rest is not a reward, it is a tool.

Switching off fully after work makes you more effective during work — rest is not a reward, it is a tool. ->

Desconectarse completamente después del trabajo te hace más efectivo durante el trabajo — el descanso no es una recompensa, es una herramienta.

She struggled to switch off and found herself checking emails until midnight before deciding to set a cut-off time.

She struggled to switch off and found herself checking emails until midnight before deciding to set a cut-off time. -> Le costaba desconectarse y se encontraba revisando correos electrónicos hasta medianoche antes de decidir establecer una hora de corte.

to burn out

5

quemarse · alcanzar un estado de agotamiento físico o emocional por exceso de trabajo prolongado

DEF

to reach a state of physical or emotional exhaustion — caused by prolonged overwork or chronic stress without adequate recovery

Burn out is the overwork result verb. Burnout is now recognised as a significant occupational health issue. In English-speaking professional contexts, talking about burnout is increasingly normalised — seeking help for it is not weakness but awareness. Prevention involves consistent rest, clear limits, and sustainable pace.

ES

Alcanzar un estado de agotamiento físico o emocional — causado por exceso de trabajo prolongado o estrés crónico sin recuperación adecuada.

El verbo del resultado del exceso de trabajo. El burnout es ahora reconocido como un problema importante de salud laboral.

Burning out helps no one — maintain a sustainable pace rather than a heroic one.

Burning out helps no one — maintain a sustainable pace rather than a heroic one. -> Quemarse no ayuda a nadie — mantén un ritmo sostenible en lugar de uno heroico.

She burned out after three months of sixty-hour weeks and needed six months to recover fully.

She burned out after three months of sixty-hour weeks and needed six months to recover fully. -> Se quemó después de tres meses de semanas de sesenta horas y necesitó seis meses para recuperarse por completo.

flexible working

6

el trabajo flexible · un acuerdo en el que los empleados tienen más control sobre cuándo y cómo trabajan

DEF

an arrangement in which employees have more control over when, where, or how much they work

Flexible working is the modern employment concept. It encompasses remote work, flexible hours, compressed work weeks, and part-time arrangements. In English-speaking professional contexts, being able to discuss and negotiate flexible working is an important language skill. The vocabulary includes: 'working from home', 'hybrid working', 'flexitime', 'compressed hours'.

ES

Un acuerdo en el que los empleados tienen más control sobre cuándo, dónde o cuánto trabajan.

El concepto laboral moderno. En los contextos profesionales anglófonos, saber negociar el trabajo flexible es una habilidad lingüística importante.

Flexible working requires trust — demonstrate reliability and it becomes easier to negotiate.

Flexible working requires trust — demonstrate reliability and it becomes easier to negotiate. -> El trabajo flexible requiere confianza — demuestra fiabilidad y se vuelve más fácil de negociar.

She negotiated flexible working when she returned from maternity leave and managed to keep her career on track.

She negotiated flexible working when she returned from maternity leave and managed to keep her career on track. -> Negoció el trabajo flexible cuando volvió de la baja de maternidad y logró mantener su carrera en marcha.

to prioritise

7 priorizar · decidir qué tareas o responsabilidades son más importantes y deben hacerse primero

DEF

to decide which tasks or responsibilities are most important and should be done first

Prioritise is the productivity verb. When everything feels urgent, the ability to prioritise — to distinguish between what is important and what is merely pressing — is a critical professional skill. In English, this is often discussed explicitly: 'What are your priorities this week?', 'Can we discuss how to prioritise this?'

ES

Decidir qué tareas o responsabilidades son más importantes y deben realizarse primero.

El verbo de la productividad. Cuando todo parece urgente, la capacidad de priorizar es una habilidad profesional crítica.

Prioritise ruthlessly — not everything that feels urgent actually is.

Prioritise ruthlessly — not everything that feels urgent actually is. -> Prioriza sin piedad — no todo lo que parece urgente lo es realmente.

She learned to prioritise her tasks by asking: which of these will matter in six months?

She learned to prioritise her tasks by asking: which of these will matter in six months? -> Aprendió a priorizar sus tareas preguntándose: ¿cuál de estas importará en seis meses?

to delegate

8 delegar · asignar una tarea o responsabilidad a otra persona

DEF

to assign a task or responsibility to someone else — freeing yourself to focus on higher-priority work

Delegate is the management verb. Many professionals struggle to delegate because they believe no one else will do the task as well as they would. But the inability to delegate is itself a professional limitation. In English, delegation comes with clear communication: what needs to be done, by when, and to what standard.

ES

Asignar una tarea o responsabilidad a alguien más — liberándote para centrarte en el trabajo de mayor prioridad.

El verbo de la gestión. Muchos profesionales tienen dificultades para delegar porque creen que nadie más lo hará tan bien.

Delegate tasks that others can do well so you can focus on what only you can do.

Delegate tasks that others can do well so you can focus on what only you can do. -> Delega tareas que otros pueden hacer bien para que puedas centrarte en lo que solo tú puedes hacer.

She learned to delegate by accepting that 'good enough' done by someone else was better than 'perfect' done too late.

She learned to delegate by accepting that 'good enough' done by someone else was better than 'perfect' done too late. -> Aprendió a delegar aceptando que 'suficientemente bien' hecho por otra persona era mejor que 'perfecto' hecho demasiado tarde.

9

to clock off

fichar la salida · terminar el trabajo y marcharse — marcar el fin de la jornada laboral

DEF

to finish work and leave — to mark the end of the working day

Clock off is the informal phrase for finishing work. Originally it referred to punching out on a time clock. Now it is used broadly for ending work — whether leaving an office, logging off a system, or mentally transitioning out of work mode. 'I clocked off at five' or 'I try to clock off by six' are natural professional phrases.

ES

Terminar el trabajo y marcharse — marcar el final de la jornada laboral.

La frase informal para terminar el trabajo. Ahora se usa ampliamente para terminar el trabajo, ya sea saliendo de una oficina o cerrando sesión.

Clock off at a consistent time each day — routine end-times protect your personal time and signal your limits.

Clock off at a consistent time each day — routine end-times protect your personal time and signal your limits. -> Fichar la salida a una hora consistente cada día — los horarios de finalización de rutina protegen tu tiempo personal y señalan tus límites.

She made a rule to clock off by six o'clock and refused to answer work messages after that time.

She made a rule to clock off by six o'clock and refused to answer work messages after that time. -> Estableció una regla para fichar la salida a las seis en punto y se negó a responder mensajes de trabajo después de esa hora.

to recharge your batteries

10

recargar las pilas · descansar y recuperar energía después de un período de trabajo intenso

DEF

to rest and recover energy after a period of intense work or activity

Recharge your batteries is the energy recovery metaphor. Just as devices need to be recharged, people need rest to function at full capacity. In professional English, this phrase is used to talk about holidays, weekends, rest days, and any activity that genuinely restores energy. It normalises rest as necessary, not indulgent.

ES

Descansar y recuperar energía después de un período de trabajo intenso o actividad.

La metáfora de recuperación de energía. Al igual que los dispositivos necesitan recargarse, las personas necesitan descanso para funcionar a plena capacidad.

Recharge your batteries before a big project — you perform best when you are fully rested.

Recharge your batteries before a big project — you perform best when you are fully rested. -> Recarga las pilas antes de un gran proyecto — rindes mejor cuando estás completamente descansado.

She took a long weekend to recharge her batteries and returned to work more focused than she had been in months.

She took a long weekend to recharge her batteries and returned to work more focused than she had been in months. -> Tomó un fin de semana largo para recargar las pilas y volvió al trabajo más concentrada de lo que había estado en meses.