

Improving Your Work-Life Balance

“The Gift of Balance in Your Life –
May you find the balance of life,
time for work but also time for play.
Too much of one thing ends up creating stress
that no one needs in their life.”

- Catherine Pulsifer



BALANCED MOMENTS
BALANCE IN ACTION

Improving my Work-Life Balance

The chart below will assist you in identifying areas of improvements for your work-life balance.

For each topic, rate your current level of satisfaction on a scale of 1 (totally dissatisfied) to 10 (absolutely satisfied):

Setting up realistic work goals and following through with them in a timely manner	1	2	3	4	5	6	7	8	9	10
Getting things done at home	1	2	3	4	5	6	7	8	9	10
Staying on track with your goals, plans or schedule	1	2	3	4	5	6	7	8	9	10
Setting boundaries and saying “No”	1	2	3	4	5	6	7	8	9	10
Managing External Distractions (mail, calls, office work, sick child)	1	2	3	4	5	6	7	8	9	10
Managing Internal Distractions (negative thinking, being hard on yourself, insecurity)	1	2	3	4	5	6	7	8	9	10
Delegating work and life tasks to others	1	2	3	4	5	6	7	8	9	10
Getting enough sleep /rest	1	2	3	4	5	6	7	8	9	10
Enjoying life and having fun	1	2	3	4	5	6	7	8	9	10
Spending quality time with kids/partner	1	2	3	4	5	6	7	8	9	10
Taking time to nurture yourself (getting a massage, reading, stretching, walking, eating healthy)	1	2	3	4	5	6	7	8	9	10
Living in the moment, being present.	1	2	3	4	5	6	7	8	9	10

Look at areas where you rated your satisfaction less than 10.

Choose 3 areas that will have the most impact on your work-life balance if you improved them, and prioritize them below.

My # 1 area of improvement: _____

My # 2 area of improvement: _____

My # 3 area of improvement: _____

Step 1

Alice in Wonderland comes to a fork in the road and asks Cheshire Cat if she should take the left fork or the right. When Cheshire Cat asks "Where are you going", Alice says "I don't know", to which Cheshire Cat responds "Then I guess it doesn't matter".

Knowing where you're going is essential in order to get there.

For each of the 3 areas of improvement, write down what it would look like if you rated them 2 numbers higher on the scale.

Example:

If you gave "Getting enough sleep /rest" a 4, what would it look like if you gave it a 6?

(Something like... I would have 7 hours of sleep every day, will sleep in one day on the weekend and 3 times a week I'll take a nap. I will feel energized and refreshed and my mood will be positive most of the time.)

My # 1 area of improvement: _____

Current rating: _____

What will it look like if I gave it a __? (2 numbers higher)

My # 2 area of improvement: _____

Current rating: _____

What will it look like if I gave it a __? (2 numbers higher)

My # 3 area of improvement: _____

Current rating: _____

What will it look like if I gave it a __? (2 numbers higher)

Step 2

Now, it's time to break it down into tangible actions.

Answer the following questions for each area of improvement:

My # 1 area of improvement: _____

What changes are you willing to make?

What might stop you?

What's a first step you can take today to improve that area?

Who can you to support you with this and be your accountability buddy?

My # 2 area of improvement: _____

What changes are you willing to make?

What might stop you?

What's a first step you can take today to improve that area?

Who can you to support you with this and be your accountability buddy?

My # 3 area of improvement: _____

What changes are you willing to make?

What might stop you?

What's a first step you can take today to improve that area?

Who can you to support you with this and be your accountability buddy?

Step 3

Take action!

Words make resolutions. Actions make results.

Write down the first step for each area in your calendar. Schedule other actions you can take to improve each area. Create an empowering statement to help you remember why you're doing this and Starting being the change you want.

Here is an example for an empowering statement:

"I make rest and sleep a priority and I am calm, energized and motivated."

Our team, at Balanced Moments, would love to support you.

Email us your action plan and your affirmation and we'll provide you with an email support, once we hear from you.

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