



Work Life Balance

Weekly Planner for Work-Life
Balance



Introduction

Work-Life Balance

DEFINITION

Work-life balance refers to the equilibrium where an individual equally prioritizes the demands of one's career and the demands of one's personal life. Achieving this balance is crucial for maintaining mental health and enhancing overall productivity.



BENEFITS

A well-maintained work-life balance reduces stress, increases job satisfaction, improves health, and strengthens personal relationships, contributing to greater happiness and productivity.



PART 1

Work Hours Planner

SCHEDULE DESIGN

Below is a weekly grid. Please fill in your typical work hours for each day, including the start and end times. Ensure you also schedule designated times for breaks

DAY	WORK START TIME	WORK END TIME	BREAK TIMES		
			BREAK 1	BREAK 2	BREAK 3
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

BREAK PLANNING

Aim to take a short break every 90 minutes. These are moments to step away from your desk, stretch, or do a brief activity that disconnects you from work. Long breaks for meals should also be scheduled away from your workspace.

FLEXIBILITY TIPS

Life is unpredictable. Allow some flexibility in your schedule for unexpected tasks or extended meetings. For instance, designate a 'flex hour' that can be moved around according to the day's demands.

PART 2

Personal Time

ACTIVITY SUGGESTIONS

Consider these categories for personal time activities that help rejuvenate your mind and body:



Physical

Activities like yoga, walking, or cycling.



Creative

Engagements such as painting, crafting, or writing.



Social

Spending quality time with family and friends.



Mental

Engaging in reading, meditating, or listening to music.

PLANNING PERSONAL TIME

In the space below, schedule at least one personal activity per day to ensure it's a priority

DAY	ACTIVITY	TIME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

BALANCING ACT

Remember, these personal activities are as important as your work tasks. They are essential for maintaining your mental and physical health.

Weekly Review

SELF-ASSESSMENT

Reflect on your week:

What aspects of your schedule worked well?

What didn't work as planned?

How balanced did you feel between work and personal life?

ADJUSTMENTS FOR NEXT WEEK

Based on your reflections, what changes will you make to your schedule for next week? Write them down to apply in the upcoming week.

M	T	W	TH	F	S	S

NOTES

