

# 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			
DAY			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.



### **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.

#### PART 3

# **Priority Tasks**

#### **IDENTIFYING PRIORITIES**

List your major tasks for the week below. Next to each, assign a level of urgency and importance (High, Medium, Low).

DAY	TASK	IMPORTANCE	URGENCY
			HIGH MEDIUM

#### **DAILY FOCUS AREAS**

Assign tasks to specific days or parts of your day based on their priority. This helps manage your workload effectively and minimizes the risks of multitasking and burnout.

DAY	TIME	TASK	NOTES
TASK DELEGATION  Consider which tasks coutasks and plan to discuss	uld be delegated or share	d with colleagues to better manage your workload am or manager.	d. Make a note of these
		<del></del> -	

# 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.

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