

What is Work-Life Balance?

Top Values:

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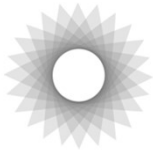
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What would you like life to look like \_\_\_\_\_ years from now?

What would be some key words or phrases you'd want to see in your personal mission statement?

What would you like to have more time to do at work?

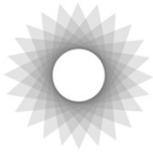
What would you like to have more time to do personally?



## Work-Life Balance Self-Assessment

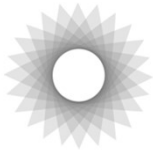
Answer true (T) or false (F) to each statement below.

1.	T	F	I find myself spending more and more time on work-related projects.
2.	T	F	I often feel I don't have any time for myself, or for my family and friends.
3.	T	F	No matter what I do, it seems that often every minute of every day is scheduled for something.
4.	T	F	Sometimes I feel as though I've lost sight of who I am and why I chose this job/career.
5.	T	F	I can't remember the last time I was able to find the time to take a day off to do something fun, just for me.
6.	T	F	I feel stressed out most of the time.
7.	T	F	I can't remember the last time I used all my allotted vacation and personal days.
8.	T	F	It sometimes feels as though I don't have a chance to 'catch my breath' before I have to move on to the next project/crisis.
9.	T	F	I can't remember the last time I read, and finished, a book purely for pleasure.
10.	T	F	I wish I had more time for outside interests and hobbies.
11.	T	F	I often feel exhausted – even early in the week.
12.	T	F	I can't remember the last time I went to the movies, visited a museum, or attended some other cultural event.
13.	T	F	I do what I do because so many people (children, parents, spouse, etc.) depend on me for support.
14.	T	F	I've missed many of my family's important events because of work-related deadlines or responsibilities.
15.	T	F	I almost always bring work home with me.



## Tips to Create Space for Work-Life Balance

Goals <ul style="list-style-type: none"><li>• Specific</li><li>• Measurable</li><li>• Achievable</li><li>• Relevant</li><li>• Timely</li></ul>	
Plans of Action (On your Schedule)	
List, List, List!	
Focus on Results	
Find a Mentor	
Conduct Regular Check-ups	
Establish Clear Boundaries	
Relaxation...	



<b>START</b>	
<b>STOP</b>	
<b>CONTINUE</b>	

**Book Recommendations:**

- 5 Gears – Kubicek
- The Checklist Manifesto – Guwande
- 168 Hours – Vanderkam
- Getting things Done - Allen

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Thank you!  
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