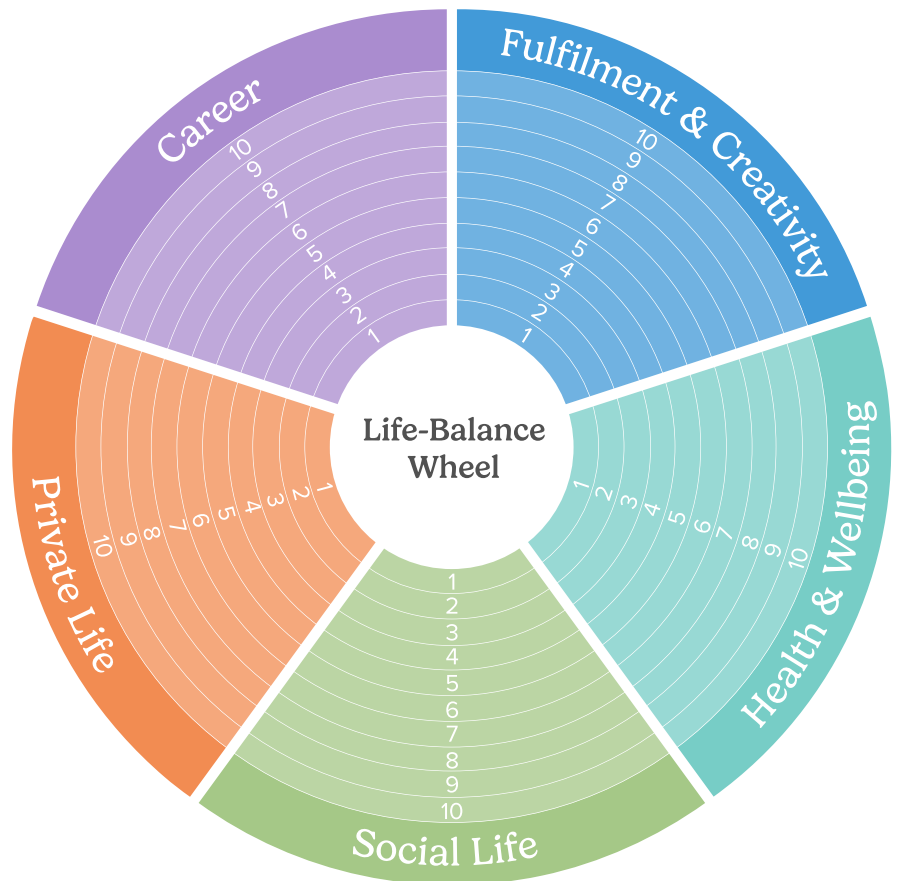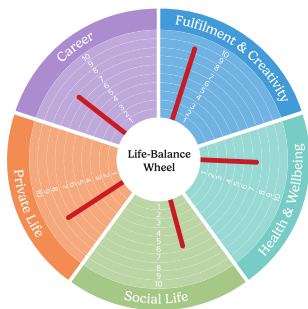# Establishing a Better Work-Life Balance

Finding balance between work and personal life helps us feel more fulfilled and in control. This worksheet is designed to help you reflect on your routines, set priorities, and make small changes for a healthier, more balanced life. Take a few moments to explore each section and understand what feels right for you.

Life-Balance Wheel: Evaluating Your Current Work-Life Balance

Use the Life-Balance Wheel to assess each area of your life, gaining insight into what feels balanced and where you may want to focus more attention.

Rate each area from 1 to 10 by drawing a mark along each spoke accordingly. See example below:

📋 **Reflective Questions for Exploring Your Professional Story**

Which aspects of your work most influence your sense of balance and in what ways?
Think about responsibilities, expectations, workload, and how they affect your time and energy for non-work areas.

Do you notice any recurring patterns where work encroaches on personal time, or vice versa?
Identify moments when work spills over into evenings or weekends, or when personal priorities interrupt professional commitments.

4 Actionable Strategies to Improve Your Work-Life Balance
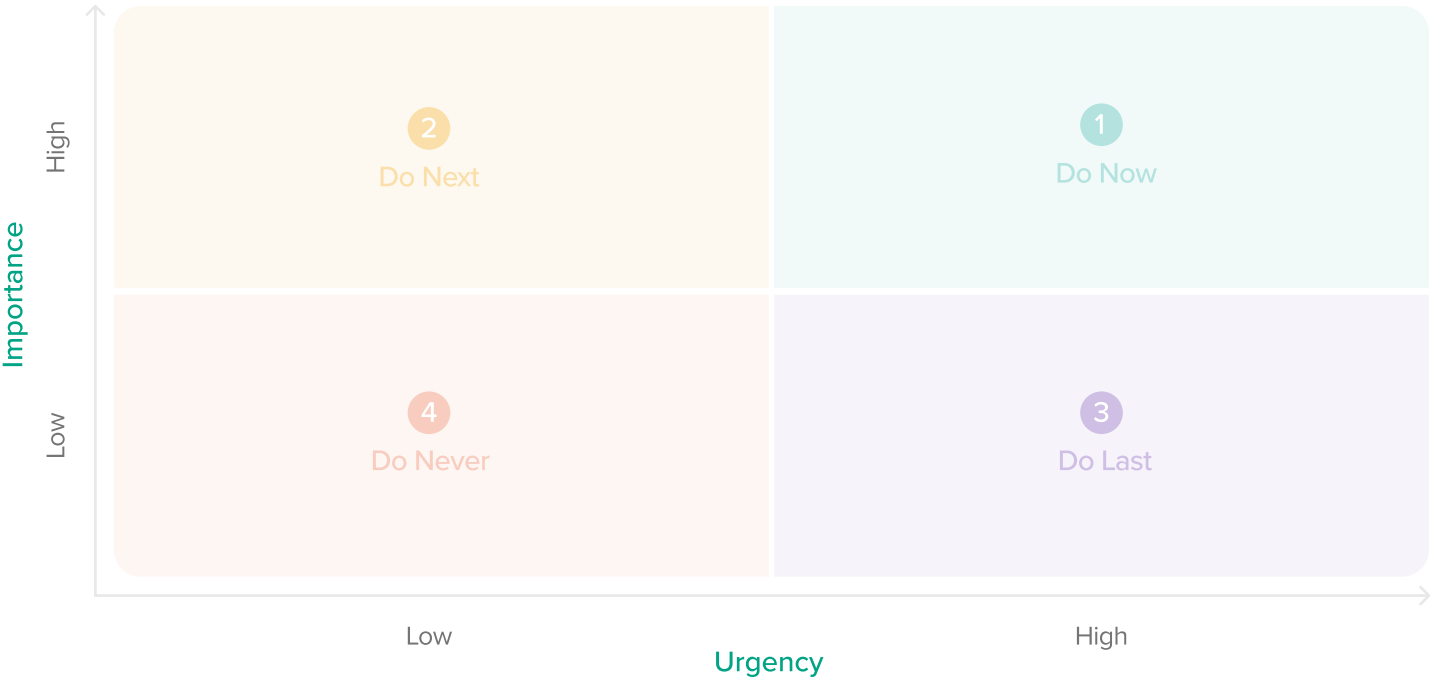
1. Establish Better Boundaries at Work

Setting boundaries is key to staying balanced, but even the most intentional people can struggle to honor them consistently. Use the steps below to become more effective at protecting your time and energy.

Notice Your Early Warning Signs	Create Micro-Break Rituals	Reframe "Availability" with Team Agreements	Audit Your Yeses	Practice Preemptive Communication
Pay attention to subtle emotional or physical cues to spot when your boundaries are being pushed.	Use small, regular pauses between tasks to maintain your limits and prevent stress.	Set team norms for response times and focus periods to make boundaries a group practice.	Before agreeing to requests, ask yourself what you might be giving up to avoid over-committing.	Proactively communicate your capacity and availability to build respect for your boundaries.

2. Prioritize What Matters: Prioritization Matrix

Learning to prioritize tasks helps you focus your energy on what truly matters, easing overwhelm and reducing the risk of burnout. The Prioritization Matrix below is a simple tool to help you quickly identify what's urgent, what's important, and how to direct your time for the greatest impact on your work-life balance.

Write out each task directly onto the matrix, placing them in the quadrant that matches their level of importance and urgency.

Importance

High

2
Do Next

1
Do Now

Low

4
Do Never

3
Do Last

Low   High

Urgency

3. Grouping Single Tasks vs. Multitasking

We all know multitasking isn't as effective as it seems, yet the urge to "do it all at once" is tough to resist, especially when balancing work and life. Neurologically, our brains aren't wired to handle several complex tasks simultaneously; frequent task-switching increases errors, slows us down, and drains mental energy, making it harder to be present in any area.

Multitasking	Single-Tasking
Involves frequent switching between tasks, which overloads the brain's cognitive resources and reduces processing depth.	Allows your brain to focus deeply on one task at a time, promoting better cognitive performance and mental clarity.
Tends to reduce overall efficiency due to constant interruptions and reorientation time.	Boosts efficiency by maintaining a steady focus and minimizing time lost to switching.
Leads to fragmented attention, making it harder to stay engaged or complete tasks thoroughly.	Supports sustained focus, helping you stay engaged and complete tasks more effectively.
Increases the risk of errors because your attention is split between multiple things.	Reduces mistakes by giving your full attention to one task at a time.
Drains mental energy quickly, leaving you feeling scattered and mentally fatigued.	Conserves cognitive energy by reducing overload and supporting a more natural brain rhythm.
Creates a disjointed and often stressful workflow with frequent stops and starts.	Promotes a smoother, more intentional workflow by grouping similar tasks and maintaining flow.

Instead, **batch similar tasks together**. This not only minimizes distractions but also supports a healthier work-life balance by protecting your focus and keeping your workflow clear.

4. Digital Hygiene for Better Work-Life Balance

Maintaining healthy digital habits is crucial for protecting your time, focus, and overall well-being. By practicing digital hygiene, you can prevent technology from blurring the lines between work and personal life, helping you feel more in control and less reactive. Here are a few practical tips to keep technology from "yanking you back and forth" throughout the day.

1 — Define work and personal "zones."
Designate certain apps or devices for work only and others for personal use, reducing spillover.

2 — Time-box digital activity.
Schedule fixed times for checking emails or messages, both during and outside of work hours.

3 — Batch notifications.
Use "summary" features or email batching tools to receive all non-urgent messages at once, so you aren't constantly interrupted.

4 — App segmentation.
Move or hide distracting apps from your home screen, making them less tempting to open out of habit.

5 — Single-task with tech.
When working, use "do not disturb" or "focus mode" features to block all but the most urgent communications.

6 — Communicate response expectations.
Let colleagues & clients know your typical response hours and stick to them. This sets a norm for respecting boundaries.

7 — Schedule tech-free transitions.
Build in short routines before and after work (like going for a walk or reading a book) to mentally separate work from personal time.

Practices to invite more balance into your life:
From Overwhelm To Balance

Navigate and prevent burnout:
Burnout Reset