Looking at your work-life balance

Step 1: Rate yourself on the following examples of ways in which you can improve your work-life balance.
Step 2: Go back through and note at least one action that you could take to improve in each area.
Step 3: Use this tool periodically to review yourself and compare results, so you can see which areas you have improve and which actions you have met.

How good are you at the following?	Poor			Exc	ellent	Action(s)
Prioritising tasks	1	2	3	4	5	
Setting realistic deadlines for yourself	1	2	3	4	5	
Ensuring you take your work breaks	1	2	3	4	5	
Getting away from your desk during these breaks	1	2	3	4	5	
Switching off from work when at home	1	2	3	4	5	
Speaking up when demands are too much	1	2	3	4	5	
Understanding the relation between stress and ill-health	1	2	3	4	5	
Saying 'no'	1	2	3	4	5	
Having realistic work goals	1	2	3	4	5	
Taking feedback	1	2	3	4	5	
Protecting your private time	1	2	3	4	5	
Using technology to your advantage (for example, using management apps, disabling work emails out of work time on mobile devices)	1	2	3	4	5	

Activity tracker & planner

Step 1: Track your activity for the next week. At the end of the week look at how much time you have given to rest, relaxation and recovery activities. **Step 2:** Use the template again for a second week and this time ensure that you schedule in some 'me time' for the week, or activities that you enjoy. **Step 3:** Track for as long as required until you feel you are naturally achieving a better balance and subconsciously making the decision to take this time for yourself.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
യ							
Morning							
2							
5							
Afternoon							
Afi							
യ							
Evening							