

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 Excellent 					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	

