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.

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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	

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
Morning							
Afternoon							
Evening							

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