# **Weekly Work-Life Balance Checklist**

## **Time Management**

☐ **Define work boundaries**:

* Set specific work hours (e.g., 8:30am-6:30pm weekdays, max 4 hours Saturday, Sunday off)
* Communicate these boundaries to colleagues and family
* Log out of work systems outside these hours

☐ **Schedule personal time**:

* Block calendar time for family, exercise, and hobbies
* Mark these as "busy" so others can't schedule over them
* Treat these commitments as non-negotiable as client meetings

☐ **Daily prioritization**:

* Identify top 2-3 important tasks each morning
* Use Eisenhower Matrix to categorize tasks (urgent/important)
* Complete high-priority items before checking email or social media

☐ **Timebox activities**:

* Allocate specific time blocks for deep work (\_\_\_\_\_ to \_\_\_\_\_)
* Schedule email/communication blocks (\_\_\_\_\_ to \_\_\_\_\_)
* Set meeting boundaries (\_\_\_\_\_ to \_\_\_\_\_)
* Use timer to enforce timeboxes

## **Delegation & Support**

☐ **Delegate one new task**:

* Task to delegate this week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Person responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Follow-up date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Daily Routines**

☐ **Morning routine**:

* Time: \_\_\_\_\_ to \_\_\_\_\_ Exercise
* Time: \_\_\_\_\_ to \_\_\_\_\_ Shower/Get ready
* Time: \_\_\_\_\_ to \_\_\_\_\_ Plan the day

☐ **Sleep hygiene**:

* Bedtime alarm set for: \_\_\_\_\_\_\_
* Phone/devices off by: \_\_\_\_\_\_\_
* Sleep goal: \_\_\_\_\_\_\_ hours
* Wake time: \_\_\_\_\_\_\_

## **Health & Wellbeing**

☐ **Exercise plan**:

* Day 1: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Day 2: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Day 3: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_ Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_

☐ **Daily stress reduction**:

* Technique chosen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Duration: \_\_\_\_\_\_\_ minutes
* Time of day: \_\_\_\_\_\_\_

☐ **Weekly clarity break**:

* Day: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Time: \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_
* Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Focus areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Weekly Review**

☐ What worked well this week?

☐ What needs adjustment next week?

**Instructions**: Fill in the blanks to personalize this checklist. Review and update it weekly. Put a checkmark in the boxes for completed items and assess your progress during your weekly clarity break.