HOW TO
Achieve
Balance
In Your Life
Worksheet
How to Achieve **Balance** In Your Life

*Self-Reflection Worksheet*

This worksheet will help you reflect on your work-life balance so you can re-align the various areas of your life to achieve more peace, harmony, health, and happiness.

**Career**

How many hours do I spend at work each week? _______________________

How often do I take a vacation or day trip? _______________________

On my days off, do I forget about work and fully enjoy other activities? _______________

Do I take my work home with me? _______________________

Do I accept work phone calls after hours? _______________________

Do worries about work keep me awake at night? If so, how often? ____________________

Do I view my work as a priority over my relationships? _______________

On a scale of 1 to 10, with 10 being “All Work, No Play” and 1 being “All Play, No Work” how would I rate my work-life balance?

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Do I feel that too much of my time and energies are focused on work? If so, what are some action steps I can take to reduce the focus on my job?

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Relationships

What are some things I can do each day to nurture my personal relationships?

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Are my crises in my personal relationships affecting my performance at work? _________

If so, what are some ideas that could help me focus on work while I'm at work?

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How can I facilitate better communication and a deeper connection with those I love?

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Am I open to compromise when there is a disagreement? _________
Am I teaching my children the value of compromises? _________
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### Finances

Are my finances under control? __________

Do I pay cash for my purchases? __________

Have I created my budget? __________

Are debt worries causing me stress? __________

What can I do to reduce my debt? What is my debt-repayment plan?

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Am I living within my means? If not, what are some things I can do every day to put myself into a positive cash flow?

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**Body and Health**

- Do I pay attention to what my body is telling me? ______
- Do I watch my caffeine intake? ______
- Am I getting enough sleep? ______
- What time should I retire each night? ______
- How often do I exercise? ______

What are some ideas to get myself moving? (Taking the stairs, walking, aerobics class, etc.)

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How can I reduce my stress?

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**Personal and Spiritual Growth**

Do I attend religious services? ____________________

When will I make time in my schedule for daily prayer, meditation, and/or self-reflection?

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What can I do to strengthen my spiritual connection?

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What are some ideas for getting involved in my community and helping others?

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*Putting it all Together*

After reflecting on your life, do you feel that one of these areas is out of proportion in relation to the others?

Do you find that one area is particularly stressful and needs some attention to reduce that stress and get it back in harmony with the others?

*Write your thoughts and ideas about how you feel about your work-life balance,* then take action to achieve the balance you deserve!

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