

Work-Life Balance Checklist

How successfully are you at balancing work, home life and relationships? How do you manage your time so that you can do a great job and still have energy left for yourself, your family, friends and hobbies?

Experts in time management have concluded that establishing a daily, weekly and monthly routine frees up time that would otherwise be tied up by running late, catching up and thinking about planning. The idea is to pre-plan, to think through what your routines are, and to anticipate what things might come up that aren't part of your routine. By being prepared, you can handle the "daily requirements" of life, and the unexpected events.

To improve your work-life balance skills, it's helpful to begin by reviewing your current routines. Think through what can reasonably be expected to go wrong and derail those routines (a kid gets sick, your car doesn't start, you miss the bus, etc.). You need to plan what you'll do if those things happen.

RESOURCES

Free checklist template – www.flexjobs.com/blog/post/work-life-balance-checklist/

Work-life balance questionnaire – 3plusinternational.com/2017/10/create-your-own-work-life-balance-checklist/

Work-life balance steps – www.mentalhealthamerica.net/work-life-balance

A. Goal setting: What are your basic goals (i.e. get to work on time, do my job well, get a paycheck, take care of myself and my family, have a good time, etc.)?

List your goals here:

1. _____
2. _____
3. _____
4. _____
5. _____

B. Checklist of Routines: What do I do every day, every week, every month? What do I need in place to make this a habit?**1. Daily routine:**

- a. What time do I need to get up?
 - i. Alarm clock that works
 - ii. How much time do you need to get up, get ready for work, have breakfast, get the children to school, get to work yourself, etc.?
- b. Getting children up and out in the morning
- c. Childcare for children – set up for before and after school
- d. Back-up childcare options figured out
- e. Way to get to work figure out
- f. Back up way to get to work (i.e. ask a co-worker)
- g. Lunches for yourself and children (make the night before?)

2. Weekly and monthly routine:

- a. Calendar with schedule for me and family members
 - Include doctor appointments, school visits, shift changes, etc.
- c. Weekly food shopping
- d. Other: _____
- e. Other: _____

C. Budgeting: Make a budget – make sure you include new expenses for commuting to and from work.

1. When do you get paid?
 - a. Is the first check a full check?
 - b. How many sick days can you get paid for?
 - c. Vacation days?

Your EAP is here for you.

We're available to talk 24 hours a day, 7 days a week.

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