Work Life Balance Worksheet

CLIENT INFORMATION

Name: _____ Date: _____ dd / mm / yyyy

Gender: _____ Position/role: _____

Instructions: Fill out the fields provided with accurate information about your current work schedule, responsibilities, and personal commitments. Use the time allocation section to reflect on how you distribute your time and energy between work and personal life. Answer the satisfaction question honestly to assess your current work-life balance. This worksheet is designed to help you identify areas where adjustments may be necessary to achieve a healthier balance.

WORK SCHEDULE (CURRENT)

Monday: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____ Saturday: _____

Sunday: _____

WORK RESPONSIBILITIES

List your main responsibilities at work:

Are there any additional tasks or projects you are currently involved in? If yes, list them:

PERSONAL COMMITMENTS

List your personal commitments or activities outside of work (e.g., family time, hobbies, exercise, social activities):

TIME ALLOCATION

On a scale of 1 to 10 (1 being very little, 10 being a lot), rate how much time and energy you currently allocate the following:

Work:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

1 2 3 4 5 6 7 8 9 10

Personal:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○

1 2 3 4 5 6 7 8 9 10

Are you satisfied with the balance between your work and personal life? Why or why not?

REFLECTION QUESTIONS

How do you feel at the end of a typical workday? Energized, drained, or balanced?

Do you find it challenging to disconnect from work during your personal time? If yes, what barriers do you encounter?

Reflect on a recent instance where you felt your work-life balance was out of sync. What factors contributed to this imbalance?