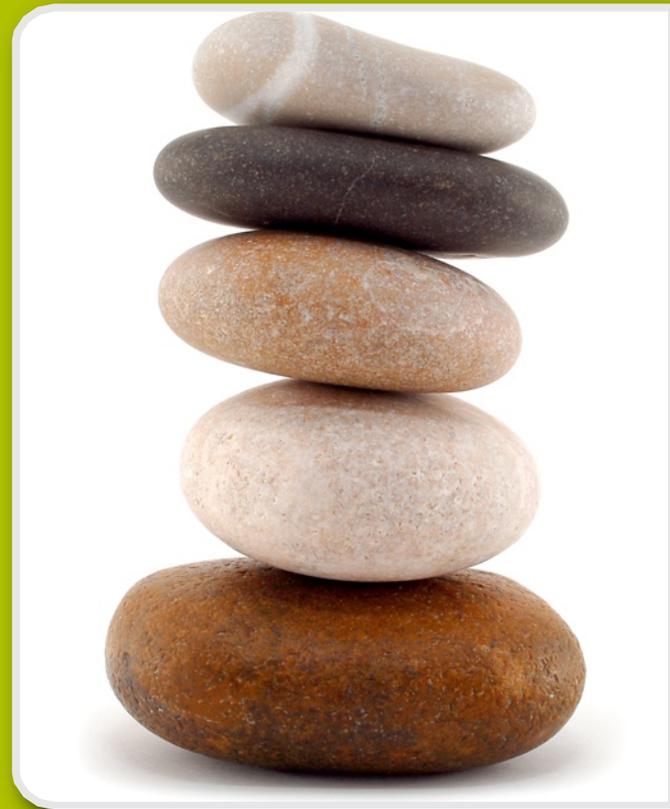


HOW TO  
**Achieve**  
**Balance**  
In Your Life



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?



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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# How to Achieve **Balance** In Your Life

## *Self-Reflection Worksheet*

### *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? \_\_\_\_\_

# How to Achieve **Balance** In Your Life

## *Self-Reflection Worksheet*

### *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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# How to Achieve **Balance** In Your Life

## *Self-Reflection Worksheet*

### *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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# How to Achieve **Balance** In Your Life

## *Self-Reflection Worksheet*

### *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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