

Rebalancing your life

worksheet

Seeking balance is an ongoing process, rather than a destination. Some days will feel unbalanced and others will not. Feeling balanced is an inner state, not an external one. It is the experience of feeling calm, grounded, clear headed, and motivated. People can feel balanced in busy seasons and slow seasons.

The process of seeking balance is about paying attention to yourself, adjusting your expectations, and making changes to your boundaries, schedule, and goals when needed. This worksheet is designed to help you assess your current work-life balance and plan for necessary changes.

1. Explore

Set aside time and space to pay attention to and explore your life. Practice curiosity toward what is occupying your time, thoughts, emotions, and energy.

Where in your body do you feel tightness, pain, heaviness, discomfort?

What thoughts occupy your mind during the day?

What images keep coming into your mind?

How are you currently feeling?

How stressed do you feel on a daily basis right now?

(1 = not stressed, 7 = very stressed)

1

2

3

4

5

6

7

Your body will let you know when you feel internally unbalanced. There are common signs to look for that indicate that you need to readjust your work-life balance.

How stressed do you feel on a daily basis right now?

Sleep issues

Forgetful

Can't get over a cold

Less motivation

Overeating

Shortened temper

Less energy

Struggling to stay
present with others

Feelings of
uneasiness/unsettled

Feelings of defensiveness
when others talk about
things they enjoy

Getting sick several
times in a row

Other

2. Examine

Dig deeper into areas of your life that feel tense, off balance, exhausting or heavy. Take a few moments to reflect on and identify your answers to these questions.

What areas of your life are you
currently neglecting?

What relationships feel particularly draining
or exhausting?

What part of your day is the hardest for you?

What are your top stressors in life right now?

3. Set Goals

Consider how you can make adjustments, say no, or reprioritize in different areas of your life to feel more balanced. Smart goals are the best type of goals to set:



Reflecting on your examination of your life, what SMART goals do you have for yourself? Write down 3 SMART goals here that will help you achieve more inner balance.

SMART Goal #1

How will you measure your progress?

Is it achievable? Y / N _____

What personal value or dream does this goal relate to?

How long will it take to achieve your goal?



SMART Goal #2

How will you measure your progress?

Is it achievable? Y / N _____

What personal value or dream does this goal relate to?

How long will it take to achieve your goal?

SMART Goal #3

How will you measure your progress?

Is it achievable? Y / N _____

What personal value or dream does this goal relate to?

How long will it take to achieve your goal?

4. Plan small tasks

Break your goals down into actionable steps that are realistic and achievable. These are tasks that you can do today or in the next few days to start to make progress toward each of your goals. Examples include: researching possible new job opportunities, finding an exercise class that works with my schedule, marking off vacation days on my work calendar, talking to my partner about my need for alone time.

Goal #1 | **Actionable step:**

Goal #2 | **Actionable step:**

Goal #3 | **Actionable step:**

5. Prepare and Support

In order to successfully move toward your goals, it's important to prepare yourself by identifying potential obstacles and inviting others to support your progress.

One of the most effective ways to identify potential obstacles is to spend time visualizing yourself taking the necessary steps toward your goal and exploring what might stall or prevent each step.

Take a few moments to imagine yourself taking your actionable step toward achieving one of your goals. Picture specifically how you will do it, what it will feel like, and how you will complete this task. Notice any obstacles that come up for you as you visualize this.

What possible obstacles do you picture?

How might you prevent these obstacles from distracting you?

Identify one person you trust and know will support you toward your goals.

Plan for when you will share your goals with them. Identify how you want this person to support and hold you accountable? (checking in weekly, helping you with a specific action item)

name: _____

check in time: _____