



## *WORK/LIFE BALANCE SELF EVALUATION WORKSHEET*

Many of us talk about wanting optimal work/life balance, but how many of us are actually tracking and measuring what we focus our attention on so we can strategically determine how we want to divide our time to achieve that balance? Write down exactly what you did today and how much time you spent within each action. *Pro-tip:* The goal should be to spend 50-60% of your day/week focusing on the biggest 'needle movers' in relation to your personal and professional goals.



Now that you have written down all of your actions and the time they took to accomplish, rate yourself in your attention to each of the categories below. Ideally your ratings will become closer to equal over time which indicates strong balance. Decrease overwhelm and focus on the things that matter most to you through consistent use of this worksheet.

On a scale of 1-10, how would you rate your attention to your health today?

On a scale of 1-10, how would you rate your attention to your finances today?

On a scale of 1-10, how would you rate your attention to your relationships today?

On a scale of 1-10, how would you rate your attention to your business today?

On a scale of 1-10, how would you rate your attention to personal/skill development today?

On a scale of 1-10, how would you rate your attention to other areas of life that are important to you today?



What will you eliminate tomorrow from your list of actions that will allow you to spend more time focused on the things that matter most to you?

What will you add more time and attention to tomorrow that will move the needle forward in the areas of your life that matter most to you?



How do you feel now that you have more clarity around how to better utilize your time tomorrow?