



## Work-Life Balance Exercise

There are two types of 24 hours in a typical week.

A working 24 hours and a non-working 24 hours.

Use the ruler on the worksheet provided, simply fill in the table below or make your own list.

How are you spending the majority of your time?

### YOUR 24 HOUR WORKING DAY

ACTIVITY	TIME SPENT
Sleep	
Wake up routine	
AM leisure – you time	
Paid work – including travel	
Food prep and eating	
AM/PM family time	
PM leisure – you time	
AM/PM partner time	
Side hustle	
Essentials – cleaning / shower	
Other	

**Total must add up to 24 hours**  
**YOUR 24 HOUR NON-WORKING DAY**

<b>ACTIVITY</b>	<b>TIME SPENT</b>
<b>Sleep</b>	
<b>Wake up routine</b>	
<b>AM leisure – you time</b>	
<b>Food prep and eating</b>	
<b>AM/PM family time</b>	
<b>PM leisure – you time</b>	
<b>AM/PM partner time</b>	
<b>Side hustle</b>	
<b>Essentials – cleaning / shower</b>	
<b>Other</b>	

**Total must add up to 24 hours**

Now ask yourself...

1. What needs more or less attention?
2. How would you like to spend more or less time?
3. What is most important to you right now?
4. If you could design your ideal day, what would you do? How would you spend the day? What activities would you fill it with?

5. How much time do you want to spend with your family? Your partner?  
Your friends? By yourself?

It's a complex issue and your work-life balance can't be perfected with a few simple questions.

However, this overview is a great starting point to understand how changes can be made.

Repeating the same patterns will invariably get the same results.

To change something, you must take **ACTION!**

Considering each of your priorities, think of three actions that you **could** take in the next seven days to improve matters. Then, circle the one you **WILL** take.