

**CAREER
CAKE**

People.
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Workbook

How to take
control of your
work–life
balance



How to take control of your work-life balance

What is important to you?

You may not be aware, but the values you hold are at the core of your decision making, your motivations; to take action or not! Things you want to have or do or be or things you want to avoid!

- Pick out all the words that resonate with them:
- Next group the words together: what mean the same to them:
- Put them in order of importance.
- **If you could only have one value for the rest of your life which would you pick?**

Which of these words are important to you?

Achievement	Friendships	Relationships	Spirituality
Adventure	Helping others	Religion	Understanding
Art	Growth	Responsibility	Co-operation
Balance	Knowledge	Reward	Risk taking
Challenge	Laughter	Security	Spontaneity
Community	Learning	Self-respect	Openness
Creativity	Love	Serenity	Awareness
Democracy	Loyalty	Stability	Patience
Effectiveness	Money	Status	Integrity
Fame	Nature	Success	Anything else
Health	Order	Time	
Honesty	Pleasure	Truth	
Independence	Power	Connection	
Family	Recognition	Wisdom	



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Self belief:

You will need to approach this piece twice. Firstly write down the first thing that comes to mind when I say the phrase

“When I think of my current work-life balance, I think ...” and fill in the below sentences.

I should

I can

I will

I won't

BECAUSE..... (the because means the consequences of your thoughts)

An example may be:

“When I think I my current work-life balance I think I should spent more time working because everyone I know tells me that to be successful I should be working as many hours as possible”

The second part, you will need to come back to later!

The Table Exercise

How are your values and beliefs impacting your life? What are you doing, or not doing because of your values and your beliefs?

I want you to revisit these and consider the evidence you have for this belief statement; how many “legs” does it have? For those statements that aren't helping you, but holding you back, review these questions:

How true is this evidence? How recent is it? Is it relevant?

Finally, what evidence can you find from your experience and recent life to support the opposite of what you think?

Write your Work-life balance goal here:

Write down below what you will see, hear, feel and do when you have the work-life balance you want.

Don't forget to make it SMART (Specific : Measureable: Achievable: Realistic: Timebound)

“When I have the work-life balance I want, I will be able to ...”

Be:

Have:

Do:



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Time Management

Write down all the things you would expect to do in a typical day. Your usual tasks and responsibilities: work, clients, activities, kids, home; you know your day better than anyone else.

Review the list, anything else you would expect yourself to do on a typical day that would be completed by bedtime?

Now, grab that list and with a different coloured pen, mark the time it would take to achieve or complete each part of your daily to-do list. How many hours does this add up to?

Look at your time that you have available to you when you are not looking after yourself or others: when you are not eating, sleeping, travelling. How much time do you have in your day? How much are you expecting to achieve — to complete, finish and walk away from?

Are you being fair on yourself? Are you able to EVER complete what you are setting yourself on a daily basis?

Now do a forward planning exercise using the grid below

MORNING (HOURLY SLOTS)	EVENING (HOURLY SLOTS)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



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Finally, Take Control

I want you to ask yourself these questions when you consider what you have coming up in the next week:

Do I need to do it today?

Do I need to complete it today? What does “enough” look like or feel like?

Who else could do this instead of me?

Does it actually need to be done at all?