**Life Balance Worksheet**

How balanced is your schedule in relationship to the priorities in your life?

Are you spending your time (ie. YOUR LIFE) on the things that matter most to you?

How do you prioritize the major components of your life?

**Rank the components of your life in order of importance from 1-5.**

 \_\_\_\_\_\_Self Care (spiritual practice, sleep, eating well, exercise, support)

 \_\_\_\_\_\_Relationships (intimate, family, friends, casual)

\_\_\_\_\_\_Work (is your work your passion? or just a j-o-b? does your work inspire

 or tire? Do you work more hours then you need to?)

 \_\_\_\_\_\_Responsibilities (cleaning, errands, cooking, pets, managing

 finances/medical, etc)

\_\_\_\_\_\_Recreation (hobbies, play time, travel)

Looking at your list – how well do you balance your time to match the priorities in your life?

\_\_\_\_\_very well \_\_\_\_\_fairly well \_\_\_\_\_\_not so well \_\_\_\_\_\_\_not at all

Which priorities are suffering most?

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**Tools to balance your TIME based on your PRIORITIES**:

**Calendar System**

What type of calendar do you use (computer, phone, paper)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your calendar system working for you? Y / N

If not, what changes do you need to make to get it working for you? How/when can you do that? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compartmentalizing and Combining**

How can you compartmentalize activities, so that priorities get your full attention?

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How can you combine activities, that don’t need individualized attention, to save time?

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**Timers**

Use a timer to set a specific amount of time for tasks and activities, so that you begin to realize there is a beginning a middle and an end to everything.

Time activities you believe are a distraction for you to get an honest assessment of how much time you’re wasting. Then put a limit on those distractions by using a timer.

What tasks can you minimize (spend less time on) or maximize (give full attention to) by using a timer?

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**Lists**

If lists help you – get a system (phone reminders, paper, etc.).