

Creating more work / life harmony

Identify your priorities:

- home
- work
- family
- you
- relationships

In your planner for the half-term, block out events and your fixed priorities. Distribute your priorities over the month / half term. Include some space - unexpected things crop up.

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Transfer each week's priorities into your weekly planner.

If you are not able to manage all the priorities you'd like into one week, allow yourself some flexibility and spread them over two.

Clarify some boundaries to give your life some balance - what you will say No to and what you will say Yes to - so that your priorities and commitments don't get displaced.

Mon

Tue

Wed

Thu

Fri

Sat

Sun

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Include travelling time, breaks and space for things to crop up

There will be no room in your schedule for some of your to-dos today so what are your current priorities to put in first?

| | | | |
|--------------|--|--------------|--|
| 0:00 | | 12:00 | |
| 1:00 | | 13:00 | |
| 2:00 | | 14:00 | |
| 3:00 | | 15:00 | |
| 4:00 | | 16:00 | |
| 5:00 | | 17:00 | |
| 6:00 | | 18:00 | |
| 7:00 | | 19:00 | |
| 8:00 | | 20:00 | |
| 9:00 | | 21:00 | |
| 10:00 | | 22:00 | |
| 11:00 | | 23:00 | |