

Work/Life Balance

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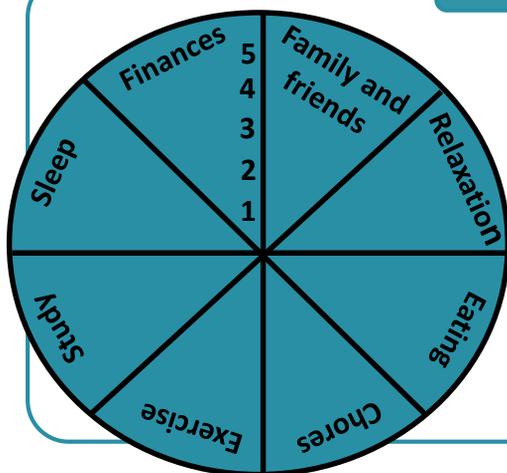
Activity Planning

Planning activities is important...

- Record a list of activities that you want to/need to do in the next few weeks. Think about breaking these up into routine, enjoyable and essential activities. This will help you try to get a balance when planning your diary in future. Include time for work, chores, relaxing, exercise, eating and so on.
- My routine activities...
- My enjoyable activities...
- My essential activities

Why it works:
We need to review things regularly to check we have a balance of things in our life.

Wheel of Life



Review how balanced your wheel of life is regularly to see whether there might be some areas you want to address more. By rating how important they are to you can help you prioritize things more.

Why it works:
This can help see the importance certain areas of your life which you may be neglecting.

Tips for getting the balance right



Putting too much effort into one area of your life can lead to unmanaged stress, burn-out and could also lead to mental health difficulties.

In order to get the balance right you could try:

- Identify what you value in life
- Take responsibility for you work/life balance
- Prioritize what is important to you

Weekly Planner

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	What							
	Where							
	When							
	Who							
	What							
	Where							
	When							
	Who							
Afternoon	What							
	Where							
	When							
	Who							
	What							
	Where							
	When							
	Who							
Evening	What							
	Where							
	When							
	Who							
	What							
	Where							
	When							
	Who							

Take A Break

Tips for effective break taking

- Give yourself permission to have breaks
- Plan regular breaks
- Have a break is about being not doing
- Mix your breaks up- shorter v longer breaks

Why it works:
Proper breaks refresh us just like when we re-charge our phone!

Take back control!

Why it works:
Giving yourself a sense of achievement (however small) will help you to feel more capable.

- Prioritize the things you feel are important. We are all different, your list might be different from everyone else's.