



*Realise Potential*



Remote Working

Creating a Balance for You!

# Weekly Planner- Current Work Life Balance



Think about a typical week for you. Shade in one colour, the time given to work, and in another colour, the time given to your personal life

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
6.00-7.00							
7.00-8.00							
8.00-9.00							
9.00-10.00							
10.00-11.00							
11.00-12.00							
12.00-1.00							
1.00-2.00							
2.00-3.00							
3.00-4.00							
4.00-5.00							
5.00-6.00							
6.00-7.00							
7.00-8.00							
8.00-9.00							
9.00-10.00							

# Weekly Planner- Ideal Work Life Balance



Think about a typical week for you. Shade in one colour, the ideal time given to work, and in another colour, the ideal time given to your personal life

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
6.00-7.00							
7.00-8.00							
8.00-9.00							
9.00-10.00							
10.00-11.00							
11.00-12.00							
12.00-1.00							
1.00-2.00							
2.00-3.00							
3.00-4.00							
4.00-5.00							
5.00-6.00							
6.00-7.00							
7.00-8.00							
8.00-9.00							
9.00-10.00							

# Self Care Action Plan

Now that you have boundaries between work and personal life and potentially more time. What will you do with this time?

Think about and list below:

1. What do you love to do?
2. When are you in flow?
3. What are you good at?
4. What gives you energy?

Look at the weekly calendar: You now know where your personal time is.

What are you going to do in that time? What will renew your energy? Write a list of ideas.

Remember:

- What exactly will you do?
- Will it bring you joy and invest in your self-care?
- Is it feasible and realistic?
- When will I start?