

Work/Life Balance Action Plan

Work/life balance is top of mind for nearly everyone, and depending on work and life circumstances, it can be hard to achieve. It's important to acknowledge logistical challenges that may make finding balance difficult and identify what works for you and your specific circumstances. Sometimes even small changes can provide benefits. Here are some recommendations for prioritizing work/life balance — consider picking ones that work for you or creating your own list! We recommend starting small and gradually building up over time. You can also add additional tactics to help you achieve work/life balance.



If available, use one day of PTO or flex time to take a mental health day.



When you have a break, take it. Even if it's just a few minutes, give yourself a moment rather than jumping into another task like catching up on email.



Do your best to stop work at a set time at least one day per week, and consider gradually building up so that it's every day.



Set aside time (10-20 minutes) to complete a task you have been putting off.



Set aside time (5-10 minutes) to do a deep breathing or meditation exercise twice this week.



Read or listen to a book or podcast you enjoy this week.



Designate one or more days this week to eat lunch away from your desk.



Use 10-15 minutes of your focus time each week to concentrate on your mental health and well-being.

Strategies to support you as you work toward balance:

- If you feel comfortable, talk with your manager about barriers to achieving balance and prioritization.
- Schedule a coaching session to work on setting or maintaining healthy work/life boundaries.



Goals

Put your plan in place! Write down specific work/life balance goals you'd like to achieve each week, and reassess after one month:

Week 1:

Week 2:

Week 3:

Week 4:

As you work on your goals, if you feel comfortable doing so, check in with your manager periodically to let them know how things are going and how they can best support you.