

Work-Life Balance Action Plan

What is the number one change you need to make to achieve more balance?

Start with a small change. For example, if you want to start exercising, 2 times a week, you could commit to walking for 10 or 15 minutes each time and build from there.

Why is this change important to you?

Chances are you'll be challenged very quickly to stick to your commitment, so you must be clear about why this change is important as well as the benefits you will receive.

What are the situations, obstacles and/or people that you might anticipate? Identify some strategies you will use when you encounter this situation or obstacle.

There may be situations and people that will undermine your intentions (resistance or procrastination would be in this category). Ideally, the next time this situation occurs, you want to be ready and able to overcome the obstacle, so it's essential that you identify some strategies to deal with these obstacles.

Who are the members of your support team? When will you check in with them?

You'll also need a support system to lean on when the going gets tough. This can be a coach, partner, family member or friend who you can count on to remind you of your commitment. I recommend that you reach out to your support team and tell them what your intentions are before you get started. You may also want to set up a regular check-in time, so you have accountability as part of your plan.