// A BETTER ME
A MORE POSITIVE

HEALTH AND WELLBEING CHECKLIST

Date

32 — Maintaining Work-Life Balance

Balancing work and personal life is essential for mental health and overall well-being. Use this checklist to create harmony between your responsibilities and self-care.

Set Clear Work Hours

- Define when your workday starts and ends to establish boundaries.
- Tip: Communicate your schedule to colleagues and family.

Prioritise Tasks with a To-Do List

- Focus on high-priority tasks to avoid overloading your day.
- Example: Use the Eisenhower Matrix to categorise urgent and important tasks.

Schedule Personal Time

- Block off time in your calendar for hobbies, relaxation, and time with loved ones.
- Example: Dedicate evenings for family dinners or a weekly yoga class.

Take Regular Breaks During Work

- Step away from your desk every 60-90 minutes to recharge.
- Tip: Stretch, take a short walk, or meditate for 5 minutes.

Learn to Say No

- Decline commitments that don't align with your priorities or values.
- Tip: Practice polite responses like, "I appreciate the offer, but I can't commit right now."

Establish a Morning and Evening Routine

- Start and end your day with routines that focus on personal well-being.
- Example: Morning exercise and evening Journalling.

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Unplug After Work

- ○ Turn off work notifications and avoid checking emails outside of work hours.
- ○ Tip: Use a separate device for personal activities to maintain boundaries.

Plan Time for Fun

- ○ Schedule activities that bring you joy, such as hobbies, games, or social outings.
- ○ Example: Plan a weekly movie night with friends or family.

Delegate Responsibilities When Possible

- ○ Share tasks with others at work or home to reduce your load.
- ○ Tip: Assign specific tasks to team members or ask family for help with chores.

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