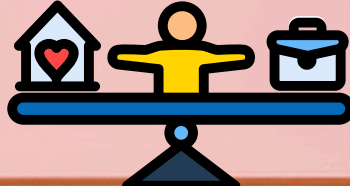


WORK-LIFE BALANCE PLANNER

REDUCE EXHAUSTION · MANAGE OVERWHELM · RESTORE BALANCE



Why This Matters

When work, school, or responsibilities take over, it can lead to:

- **Exhaustion**
- **Overwhelm**
- **Burnout**

Balance doesn't mean equal time—it means sustainable energy and space to recover.

Current Reality Check

Right now, my life feels:

- Very unbalanced
- Slightly unbalanced
- Somewhat balanced
- Mostly balanced

Why?

Divide Your Life

Work / Responsibilities / Stressors	Life / Rest / Recovery
<i>List what takes your time and energy:</i>	<i>List what restores your energy:</i>

Energy Check

After most days, I feel:

- Drained
- Overwhelmed
- Neutral
- Energized

What contributes most to this feeling?

Time Audit

Where is most of my time going?

- Work / School
- Screens / Social media
- Rest
- Relationships
- Self-care
- Other: _____

What surprises me about this?

Overwhelm Check

What feels most overwhelming right now?

Why does it feel overwhelming?

Small Balance Shifts

- *What can I reduce or simplify?*

- *What can I add that supports me?*

Weekly Balance Plan

This week, I will intentionally:

- Take scheduled breaks
 - Set one boundary
 - Prioritize sleep/rest
 - Limit one energy-draining activity
 - Do one enjoyable activity daily
 - Ask for support
 - Other: _____
-

Simple Daily Structure

My realistic balanced day looks like:

- **Morning:** _____

- **Afternoon:** _____

- **Evening:** _____

Reflection

- *What would better balance feel like for me?*

- *What is one small step I can start today?*

Balance isn't perfection. It's choosing what helps you function, rest, and feel human.

You are allowed to slow down.

"A balanced life is a sustainable life."