

Work-Life Balance Checklist



- 1. Define what YOU want**
Home for dinner every night? Work out every morning?
It should be your definition of balance, not someone else's.
- 2. Stop judging others**
Respect different choices. Don't think "must be nice" when someone lives early - there's a lot you don't know.
- 3. Stop judging yourself**
No one nails balance every day and every week. Work and life come in waves, sometimes simultaneously.
- 4. Prioritise relentlessly**
You can do almost anything, but not everything. Pick your most important items and shelve the rest.
- 5. Set clear boundaries**
Once you define what you want, make plans to stick to it.
"No email before morning workout,"
"no Sunday work."
- 6. Delegate at work**
Prioritising is only 1/2 the battle. Find competent people to give tasks to so you can fully stop worrying about them.
- 7. Delegate at home**
Don't spend the life side of the equation doing chores. Outsource what you can to make time for what you enjoy.
- 8. Communicate with others**
Priorities and boundaries are more effective when shared. Communicate your aims to your team and family.
- 9. Increase productivity**
In addition to prioritizing and delegating, focus on efficiency. Try deep work and pomodoro to create extra time for life.
- 10. Stick to the basics**
Don't skip eating, sleeping, and exercise. They're often first to go, which leads to a tough spiral.
- 11. Don't over-isolate**
After a long day, many want to veg alone on the couch. Connecting with others can boost energy and happiness.
- 12. Find the right environment**
Prioritize jobs, colleagues, and friends who share your desire for balance. Toxic habits are contagious.

