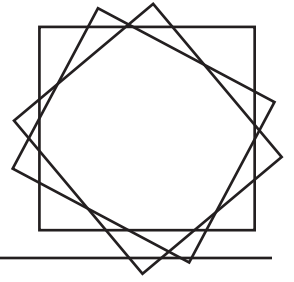


Work-Life Balance. Setting Boundaries.



Section 1: Self- Reflection.

1. My Work Priorities: List the most important aspects of your job and career that you want to prioritize. (Example: deadlines, meetings or projects)

•Priority 1:

•Priority 2:

•Priority 3:

2. Personal Priorities: List the most important aspects of your personal life that you want to prioritize. (Example: family, hobbies, self care)

•Priority 1:

•Priority 2:

•Priority 3:

Section 2: Work Boundaries.

1. Work Hours. Define your ideal work hours. What time would you start and end your workday?

- Start Time:

- End Time:

2. Work Environment. Describe how you can create a productive and focused work environment.

- Workstation setup:

- Minimizing distractions:

3. Availability. How will you communicate your availability to colleagues? What times are you off-limits for work-related requests?

- Availability communication method:

- Off-limits times:

4. Saying No. What criteria will you use to determine when to decline additional work or commitments?

- Criteria for saying no:

Section 3: Personal Boundaries.

1. Personal Time. Specify the times when you will dedicate to personal activities, relaxation, and self-care. (Minutes/Hours per day)

- Personal time allocation:

2. Digital Detox. How will you manage technology use during personal time?

- Digital Detox Strategy:

3. Hobbies and Passions. List activities or hobbies that bring you joy, and schedule time for them.

- Hobbies/Passions

- Schedule these. (Days during the week, times during the week)

Section 4: Challenges.

1. Physical Separation. Consider creating a physical separation between work and personal life. How will you establish a dedicated workspace and a dedicated personal space? (Example: Office space- at the end of work, door gets shut and not reopened)

- Physical Separation Plan:

2. What potential challenges might you face when trying to maintain your boundaries?

- Potential obstacles or challenges:

- Plan to address these challenges:

Section 5: Support.

1. Identify Support. Friends, family members, or colleagues who can support you in maintaining your boundaries. Share your goals with them and ask for their support.

- Support system:

2. Personal Commitment. Write a brief commitment statement affirming your dedication to maintaining work-life balance through these boundaries.

- Personal commitment statement: