

Work-Life Balance Checklist

Work-life balance is about maintaining a sustainable rhythm between professional demands and personal wellbeing. This checklist helps you assess your current balance, identify areas for adjustment, and create habits that support both performance and fulfilment.

1. Purpose of This Tool

- ☐ Evaluate how well you are managing work, rest, and personal priorities.
- ☐ Identify signs of imbalance or over-commitment.
- ☐ Encourage healthier boundaries between work and personal life.
- ☐ Support productivity by promoting rest, recovery, and renewal.
- ☐ Build a lifestyle that enhances wellbeing and long-term success.

Tip: Balance is not about equal time - it is about the right energy in the right place.

2. Work-Life Balance Self-Assessment

Rate each statement from 1 (Strongly Disagree) to 5 (Strongly Agree).

Statement	Rating (1–5)
I regularly finish work at a reasonable time.	
I take proper breaks and use my annual leave.	
I feel in control of my workload most days.	
I can switch off from work during personal time.	
I have enough energy for family, hobbies, and social life.	
I maintain healthy sleep and exercise habits.	
I set boundaries for work communication outside hours.	
My manager respects my personal time.	
I rarely feel guilty about resting or relaxing.	
My work supports rather than dominates my life.	

Scoring Guide

- **10–20:** Significant imbalance – take action now to restore boundaries.
 - **21–35:** Moderate balance – some adjustments needed.
 - **36–50:** Healthy balance – maintain and protect your habits.
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3. Weekly Time Allocation Review

Category	Ideal Hours	Actual Hours	Difference	Notes
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Work

Commuting

Family / Relationships

Rest / Sleep

Hobbies / Leisure

Health / Exercise

Personal Development

☐ Review how your time aligns with what truly matters to you.

Tip: You cannot create more hours, but you can redistribute them consciously.

4. Boundary Setting Checklist

- ☐ I have defined my work hours and communicate them clearly.
- ☐ I avoid checking work messages late at night or during breaks.
- ☐ I schedule personal commitments with the same respect as work meetings.
- ☐ I have a physical or digital “end-of-day” routine to disconnect.
- ☐ I say “no” when workload exceeds capacity or priority.

Tip: Boundaries protect your energy - they are signs of professionalism, not weakness.

5. Energy Recovery Practices

Practice	Frequency (Daily / Weekly / Rarely)	Effectiveness (1–5)
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Exercise or walking		
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Quality sleep routine		
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Relaxation or mindfulness		
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Time outdoors		
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Hobbies or creative activity		
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Social connection		
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☐ Record which habits help you recharge and where gaps exist.

Tip: The best recovery habits are simple and repeatable.

6. Digital Balance Audit

Digital Habit	Frequency (H/M/L)	Impact on Stress (1–5)	Adjustment Needed
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Checking email after hours			
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Phone use during meals			
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Social media scrolling			
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Constant notifications			
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Screen time before bed			
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☐ Audit your digital habits weekly and implement simple boundaries.

Tip: Controlling digital input reduces mental clutter and improves focus.

7. Relationship and Support Reflection

Question

Reflection

Do I feel connected to people who support and energise me?

Am I spending enough quality time with family or friends?

Do I communicate when I feel overwhelmed or isolated?

What relationships bring balance and which create stress?

☐ Strengthening positive relationships improves resilience and wellbeing.

Tip: Human connection is one of the most powerful buffers against stress.

8. Workload and Flexibility Review

Area

Rating (1–5) Notes / Action

Workload manageability

Flexibility in hours or location

Clarity of expectations

Ability to prioritise effectively

Support from leadership

☐ Evaluate how organisational factors affect balance.

☐ Discuss persistent pressure points with your manager or HR.

Tip: Balance improves when systems support people, not just performance.

9. Reflection and Improvement Plan

Focus Area	Current Challenge	Small Change to Try	Start Date	Review Date	Progress
Boundaries					
Energy recovery					
Time allocation					
Relationships					

☐ Choose one or two actions to trial each week and measure improvement.

Tip: Sustainable balance is built through consistent small choices.

10. End-of-Week Reflection

- ☐ When did I feel most balanced this week?
- ☐ What caused stress or imbalance?
- ☐ What habit had the biggest positive effect?
- ☐ What can I adjust next week to stay aligned?

Tip: Regular reflection turns awareness into control and control into balance.

How to Use This Checklist

Complete this checklist monthly or after periods of intense work. Discuss findings with your manager or coach if appropriate. Use alongside the Motivation Triggers Worksheet and Resilience Building Plan to maintain long-term wellbeing and performance.

Notes