# Work-Life Balance Action Plan Template

## Personal Goals

### Identify Your Core Values:

### Set Work-Life Balance Goals:

### Assess Your Current Situation:

* Hours spent on work: \_\_\_\_\_\_
* Hours spent on family: \_\_\_\_\_\_
* Hours spent on self-care: \_\_\_\_\_\_
* Hours spent on leisure: \_\_\_\_\_\_

## Action Plan

### Work Adjustments

#### Set Boundaries:

#### Prioritize Tasks:

#### Flexible Working Arrangements:

### Personal Life Enhancements

#### Schedule Personal Time:

#### Strengthen Relationships:

#### Health and Well-being:

## Long-Term Strategies

#### Continuous Monitoring:

#### Professional Development:

#### Personal Growth:

## Accountability and Support

### Identify an Accountability Partner:

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Check-in frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Seek Professional Help if Needed:

## Reflection and Adjustment

#### Reflect on Progress:

#### Make Adjustments:

## Notes and Ideas

[Space for additional notes, ideas, or brainstorming]

Remember: Achieving a healthy work-life balance is an ongoing process that requires regular reflection and adjustment. Stay flexible and committed to your goals!