

WORK LIFE BALANCE WORKSHEET

Prepare the following information to create your plan. Ensure you utilize the SMART criteria (specific, measurable, achievable, relevant, time-bound)

WHAT NEEDS TO BE ADDRESSED/CHANGED

HOW WILL YOU MAKE THESE CHANGES

WHEN WILL YOU BE ABLE TO ACCOMPLISH EACH STEP OF CHANGE

HOW WILL YOU EVALUATE IF YOUR PLAN IS EFFECTIVE AND ULTIMATELY SUSTAINABLE

Additional Notes: