

WORK-LIFE INTEGRATION ACTION GUIDE



Overcome Overwhelm
And Live Your Best Life

HOW TO ACHIEVE *HARMONY* IN YOUR LIFE

Self-Reflection Worksheet

This worksheet will help you reflect on work-life integration so you can re-align the various areas of your life to achieve more peace, harmony, health, and happiness.

Career

How many hours do I spend at work each week? _____

How often do I take a vacation or day trip? _____

On my days off, do I forget about work and fully enjoy other activities? _____

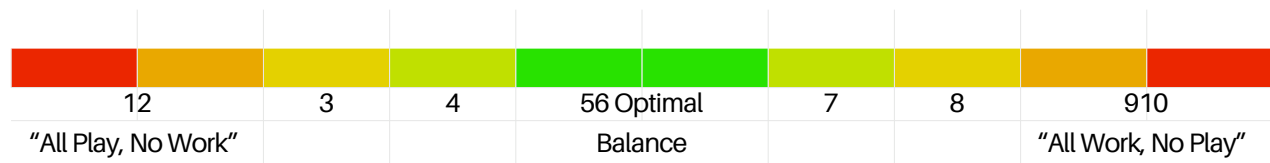
Do I take my work home with me? _____

Do I accept work phone calls after hours? _____

Do worries about work keep me awake at night? If so, how often? _____

Do I view my work as a priority over my relationships? _____

On a scale of 1 to 10, with 10 being "All Work, No Play" and 1 being "All Play, No Work" how would I rate my work-life harmony?



Do I feel that too much of my time and energies are focused on work? If so, what are some action steps I can take to reduce the focus on my job?

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Relationships

What are some things I can do each day to nurture my personal relationships?

Are my crises in my personal relationships affecting my performance at work? _____

If so, what are some ideas that could help me focus on work while I'm at work?

How can I facilitate better communication and a deeper connection with those I love?

Am I open to compromise when there is a disagreement? _____

Am I teaching my children the value of compromises? _____

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Finances

Are my finances under control? _____

Do I pay cash for my purchases? _____

Have I created my budget? _____

Are debt worries causing me stress? _____

What can I do to reduce my debt? What is my debt-repayment plan?

Am I living within my means? If not, what are some things I can do every day to put myself into a positive cash flow?

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Body and Health

Do I pay attention to what my body is telling me? _____

Do I watch my caffeine intake? _____

Am I getting enough sleep? _____

What time should I retire each night? _____

How often do I exercise? _____

What are some ideas to get myself moving? (Taking the stairs, walking, aerobics class, etc.)

What type of physical rest can I incorporate into my day?

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Personal and Spiritual Growth

Do I find ways to get spiritual rest ? _____

When will I make time in my schedule for daily prayer, meditation, and/or self-reflection?

What can I do to strengthen my spiritual connections?

What are some ideas for getting involved in my community and helping others?

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Putting it all Together

After reflecting on your life, do you feel that one of these areas is out of proportion in relation to the others?

Do you find that one area is particularly stressful and needs some attention to recover from that stress and get it back in harmony with the others?

Write your thoughts and ideas about how you feel about the effectiveness of your current work-life integration efforts, then take action to achieve the harmony you deserve!