**Compulsory activity: How balanced is your work-life balance?**

In the following grid you can map your own work-life balance:

* First write down how many time you spent on the listed activities on weekly basis.
* Second, try to take a step back from your current situation and reflect on how much time you would like to spend on these activities.

|  |  |  |
| --- | --- | --- |
| **How much time do you spend on:**  | **Hours you spend weekly** | **Hours you would like to spend** |
| **Work**  |   |   |
| **Being on the road** |   |   |
| **Household chores** |   |   |
| **Kids** |   |   |
| **Partner**  |   |   |
| **Sleeping**  |   |   |
| **Watching television**  |   |   |
| **Sports**  |   |   |
| **Friends**  |   |   |
| **Family**  |   |   |
| **Own quality time** |   |   |
| **Others….** |   |   |
|  |   |   |
| **Total amount of hours** |   |   |

Are you satisfied about your time division?

* + If the answer is “no”, try to change your balance while reflecting on these three tips:
		- Make room for your priorities
		- Try to make the balance lean towards energy giving activities
		- Make sure you take enough time to recover (Preferably every day)

Which factors/circumstances at work can I change and which not?

=> Base your strategy on that question

=> 2 ways to handle things:

* + - Solution focused manipulation: active approach of the situation
		- Emotion focused manipulation: make yourself calmer

**Focus your energy on things you can change!**