

Work-Life Balance Plan for Busy Entrepreneurs



<https://unsplash.com/photos/gold-and-silver-round-frame-magnifying-glass-j06gLuKK0GM>

Notes

This Planner
Belongs to:

Welcome

It's easy to lose your work-life balance as your business grows. Taking control and planning your schedule helps ensure you get things done and have time left over for hobbies, family, health, or other activities you want to do.

A healthy work-life balance is a harmonious relationship between work and personal life. You can meet career and personal commitments with the necessary focus while prioritizing your well-being.

The right balance allows you to:

- Manage time better and get more done
- Maintain optimal physical and mental health
- Stay focused on one thing at a time for the best performance possible
- Prevent burnout
- Keep your life balanced as your business grows

How to Use Your Planner

Your work-life balance planner is divided up into 7 steps:

Step 1: Assess Your Current Work-Life Balance

Step 2: Define Your Priorities

Step 3: Create Your Schedule

Step 4: Automate, Delegate, and Outsource

Step 5: Set Yourself Up For Success

Step 6: Prioritize Your Self-Care

Step 7: Choose Your Tech Tools

Step 8: Create Your Work-Life Balance Plan

Complete the steps in order, to choose how you spend your time, prioritize tasks, and create a schedule you can start using today.

First, let's assess your current work-life balance.

Notes



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Step 1: Assess Your Current Work-Life Balance

The Work-Life Balance Quiz

Complete the following quiz to assess your current work-life balance.
Rank the following from 1-5

- 5 – I strongly agree
- 4 – I agree
- 3 – I'm not sure
- 2 – I disagree
- 1 – I strongly disagree

	1-5
I find it hard to disconnect from work outside work hours.	
I frequently miss out on personal activities because of work.	
I feel stressed and overwhelmed.	
I don't have control over my schedule.	
I don't prioritize my health and well-being as much as I should.	
I spend little time on hobbies or activities unrelated to work.	
I find it hard to focus.	
I feel guilty taking time off work to do personal things.	
I'm not making progress on my personal goals.	
I often feel burned out.	
Total	

Scoring

10-20: You currently have an excellent work-life balance. However, you could be even more productive and reduce stress with a few minor changes.

21-30: You're doing well, but there's room for improvement. There are likely some areas of your work-life balance causing you stress. You're probably not giving your personal life the attention it needs.

31+: You're likely experiencing extreme stress and burnout that may require professional help. It's crucial to take control now.

Your Results

Your Score:

What did your quiz results tell you about your work-life balance?

In what areas are you doing well and what would you like to change?