

BUILDING WORK-LIFE HARMONY

Jenna had just landed her dream job at a top-tier consulting firm as a professional. She was thrilled to start her career and was determined to climb the corporate ladder quickly. Jenna worked day and night tirelessly, putting in long hours at the office and constantly checking her email at home.

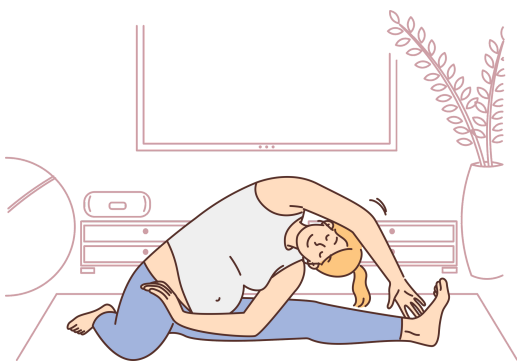


At first, Jenna felt invigorated by the fast-paced environment of her job. She loved the challenge of solving complex problems and collaborating with her colleagues. However, as time passed, she felt drained and burnt out.

She didn't have time for hobbies or socialising, and she often felt guilty for neglecting her relationships with family and friends.

One day, Jenna's mentor pulled her aside and gently reminded her of the importance of work-life balance. "Jenna, I know you're dedicated to your job, but it's important to remember that you're not a machine. You need to take care of yourself outside of work, too," she said.

At first, Jenna was resistant to the idea of slowing down. She worried that taking time for herself would make her look lazy or uncommitted. However, she eventually realised that her mentor was right. She began to consciously leave the office at a reasonable time each day and prioritise her mental and physical health.



Jenna started going to yoga classes after work, joined a book club, and made plans to see her friends and family more often. She found that these activities not only helped her feel more balanced and fulfilled but they also made her a better employee.

By taking breaks and stepping away from her work, Jenna was able to approach her job with renewed energy and creativity.

In the end, Jenna realised that work-life balance wasn't just a buzzword. It was a crucial component of her overall well-being and success. With a little bit of effort and intentionality, she was able to find harmony between her career and her personal life.

Work-life balance is like juggling multiple balls. You have to keep all the different responsibilities in the air without dropping any of them. But just like with juggling, it's important to know when to let one go. By finding the right balance and taking care of yourself, you can enjoy all aspects of your life without burning out.

This worksheet is designed to help you build a more harmonious and fulfilling life by identifying strategies to balance your personal and professional obligations. After helping you become aware of your current work-life balance, this worksheet will help you with some techniques that you can use to move towards a healthier work-life balance.



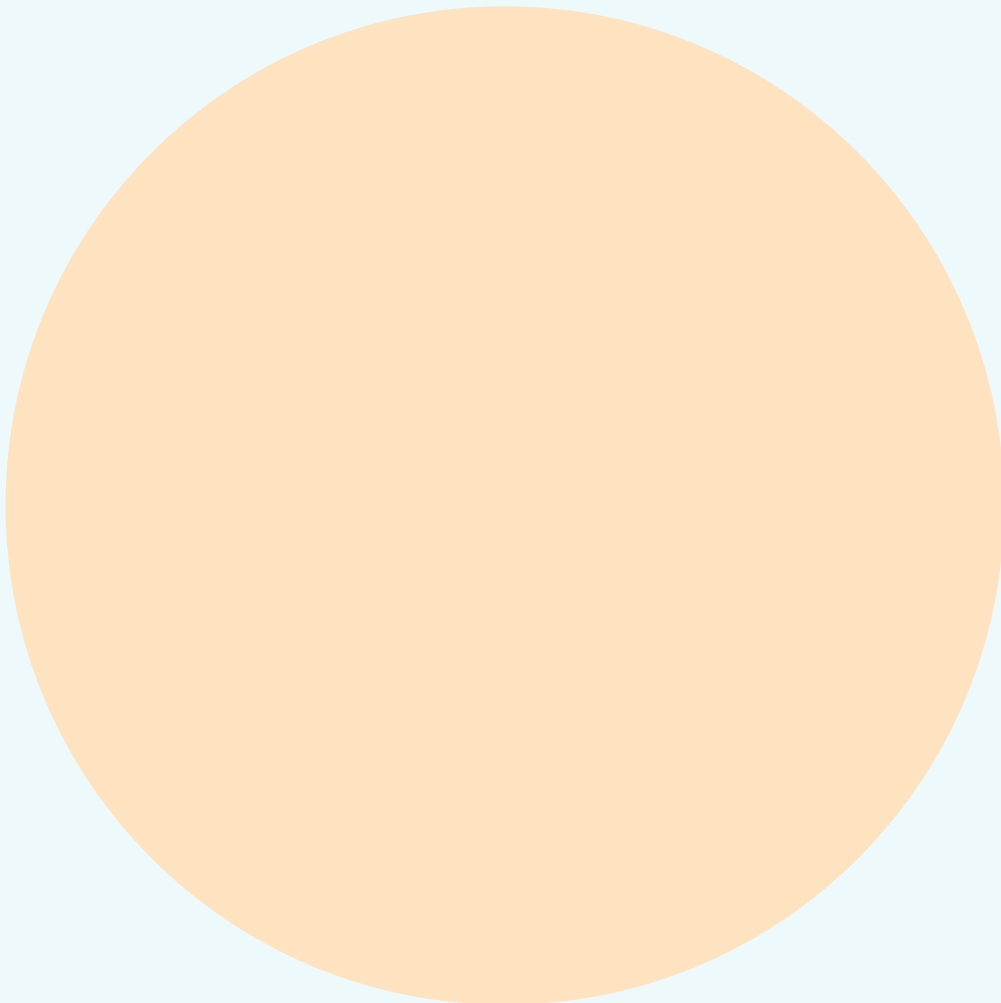
Let's start by assessing your current work-life balance. Take a moment to reflect on your current day-to-day schedule with the help of a pie chart:

Step 1- Take a moment to create a pie chart of how you currently spend your time in a typical week.

Step 2- Out of 168 hours in a week, where does most of your time go? Is it spent on work, sleep, household chores, family, friends, hobbies, or something else entirely?

For example, you may be spending 56 hours on sleep, 36 hours on work or studying, 14 hours on household chores, 4 hours with friends... while this is an example, your 168 hours can look, feel and be very different from someone else's.

Be honest with yourself and create a pie chart that most accurately represents how you're currently spending your time.

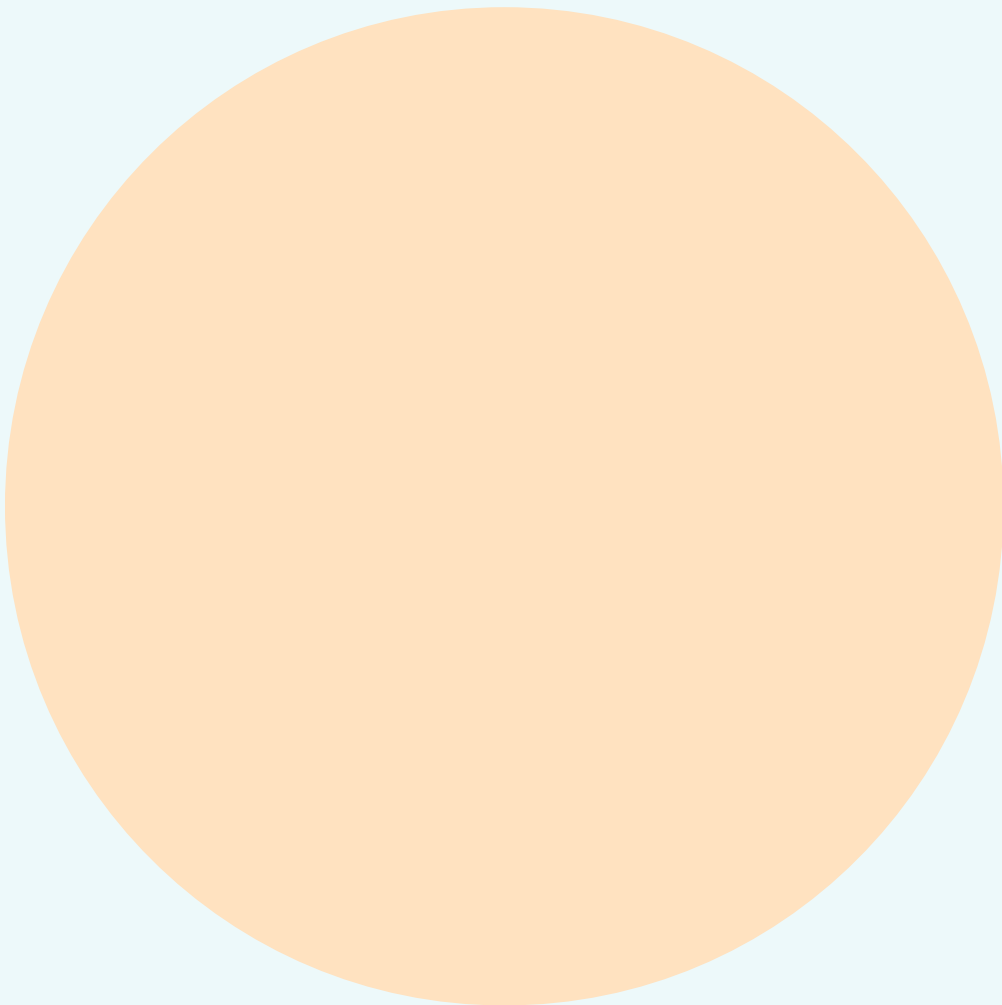


Now, let's create an ideal pie chart for your week.

Step 1- If you could spend your time exactly as you want to create a better work-life balance, how would your week look?

How would you ideally divide your time between work, sleep, family, friends, hobbies, and other activities?

Create a pie chart that represents your ideal week.



Now that you have a better idea of the time you spend on various activities you do in a week and what your current work-life balance looks like, let's move towards how you can leap closer towards your ideal way of spending time in a week.

MOVE from the space of real to ideal!

Answer the questions below to take a step towards building work-life harmony!

How do your real and ideal pie charts differ?

Note: Your 'real pie chart' is how you spend your time currently, and the 'idea pie chart' is how you would like to spend your time.

What changes can you make to move closer to your ideal?

What are some of the things that are preventing you from bringing your ideal week to reality?

What are some small steps you can take to start moving towards your ideal week?

Remember, achieving work-life harmony is a journey, not a destination. Use the insights you gained from this worksheet to make small, actionable changes to your daily routine that will help you achieve a more balanced and fulfilling life, and don't forget to be kind to yourself!

If you, or someone you know is looking to seek professional help, reach out to us at [The Mood Space](https://www.themoodspace.com/getstarted) <https://www.themoodspace.com/getstarted> and our Care Team will get back to you within 24 hours.

Not looking for professional help just yet? We understand, keep browsing through our Care Space tools and explore our self-help handouts and worksheets to navigate mental health-related challenges in a better manner.

