

Work-Life Boundaries Worksheet

1. How do you currently separate work from your personal life?

2. What challenges do you face in maintaining work-life boundaries?

3. How often do work-related tasks interfere with your personal time?

4. What are your top priorities in your personal life? (e.g., family, hobbies, self-care)

5. What are your top priorities at work?

6. How can you balance these priorities to ensure neither is neglected?

7. What specific boundaries do you need to set to protect your personal time? (e.g., no work emails after 6 PM, dedicated family time)

8. How will you communicate these boundaries to your colleagues and supervisors?

9. How will you handle situations where boundaries are tested or crossed?

10. What tools or strategies can help you maintain these boundaries? (e.g., calendar blocks, turning off notifications)

11. What can you do to manage your workload more effectively?

12. What is your plan for maintaining work-life boundaries during the workday? (e.g., regular breaks, lunchtime walks)
