



15: The Power of Work-Life Balance

13-16
ADULT

A Lesson on Boundaries, Well-Being, and Building a Competitive Advantage Through Sustainable Habits



Introduction for the Facilitator

In today's fast-moving world, learners across all life stages are juggling work, school, training, family, finances, and more. Without healthy boundaries and routines, burnout becomes a real threat impacting energy, motivation, relationships, and long-term success.

This lesson helps college students, adult learners, and workforce participants see **work-life balance** as more than just a nice idea. It's a **professional skill** that enhances performance, clarity, and well-being. It also strengthens their **personal competitive advantage** by showing they can manage priorities without sacrificing their health, goals, or relationships.

Work-life balance looks different for everyone. But the ability to pause, adjust, and protect what matters most is always a strength.

Work-life balance is invaluable for adult learners who often have many responsibilities.

This lesson includes:

- **A relatable Scenario to introduce work-life balance as a professional skill**
- **8 Guided Group Discussion Questions with follow-up questions**
- **8 Journal Prompts to help learners reflect on what a balanced life looks like**
- **8 personal Skill-Building Strategies**
- **A printable Action Planner for reflection and application**



Scenario: The Hustle Wall

Marcus, 30, is working toward a professional license while driving rideshare 40+ hours a week and supporting his family. He hasn't taken a day off in over a month.

He starts forgetting appointments, skipping meals, and feeling irritated with clients. When a trusted mentor checks in, Marcus says, "If I slow down, everything will fall apart."

The mentor replies, "If you don't slow down, everything will fall apart. You're going to hit a wall."

They sit down and create a "non-negotiables" list: 7 hours of sleep, one unplugged evening per week, and a plan to rotate rest. Two weeks later, Marcus feels clearer, steadier, and more confident.



Guided Group Discussion Questions

1. **What does work-life balance mean to you in your current season of life?**
Follow-up: How does it look different for others?
2. **What happens when we ignore balance for too long?**
Follow-up: How does it affect school, training, or work performance?
3. **Why is balance not the same as perfection or equal hours?**
Follow-up: What mindset shift helps with this?
4. **What boundaries have helped you stay focused, healthy, or grounded?**
Follow-up: What boundaries do you want to try?
5. **How can better work-life balance improve your personal competitive advantage?**
Follow-up: What do employers notice about someone who manages time and energy well?
6. **What myths do we hear about "hustle" culture or non-stop productivity?**
Follow-up: What's a healthier approach?
7. **What responsibilities or pressures make balance feel hard right now?**
Follow-up: What support or changes could help?
8. **What's one small change you could make this week to move toward more balance?**
Follow-up: How would that help?



Journal Prompts

1. **Describe a time when your life felt out of balance. What were the signs?**
2. **What does an ideal balanced day or balanced week look like for you?**
3. **What's one area of life (rest, fun, movement, sleep, relationships) that needs more space?**
4. **What's one responsibility or habit that drains your energy more than it should?**
5. **How does balance impact your motivation, focus, or communication?**
6. **What boundaries would you feel proud to set, and why?**
7. **What helps you reset when life feels chaotic or overwhelming?**
8. **What does a sustainable lifestyle look like for your future goals?**



Skill-Building Strategies

1. **Life Pie Check-In:** Sketch or list 6 life areas (school, work, rest, family, health, fun). Where's the imbalance?
2. **Non-Negotiables List:** Choose 3 habits that support balance (e.g., bedtime, unplug hour, weekly check-in). Commit to them.
3. **Yes/No Audit:** For a week, track what you say "yes" and "no" to. Are those aligned with your values and capacity?
4. **Boundary Script Practice:** Practice saying "I'm not available then," or "I need time to recharge," with clarity and kindness.
5. **Recovery Routine:** Build a simple "reset plan" for after busy days: food, hydration, quiet, stretch, rest.
6. **Time Block for Self:** Reserve time each week that's just for you (even 30 minutes) and guard it like an appointment.
7. **Stress Signal Awareness:** Track early signs of burnout (forgetfulness, tension, loss of interest) and intervene early.
8. **Balance Role Model:** Identify someone who balances work and life well. What habits could you borrow?



15: THE POWER OF WORK-LIFE BALANCE

Your Action Plan for Health and Competitive Advantage

Action Planner

Reflect and Prepare

Name: _____

What Is Work-Life Balance?

Work-life balance means managing time, energy, and focus in a way that supports both personal well-being and professional success. It helps you stay consistent and protects your long-term competitive advantage.

Why This Matters to Me

Why is balance important in your current life, goals, or training?

My Balance Snapshot

What's working: _____

What feels off: _____

What I want to adjust: _____

Belief Shift

Circle or write a belief to guide your approach to balance:

"Rest is part of the work."

"I'm allowed to set boundaries."

"Balance looks different for everyone."

"My energy needs protecting."

Other: _____



15: THE POWER OF WORK-LIFE BALANCE

Your Action Plan for Health and Competitive Advantage

Action Planner

Practice Plan + Progress

Name: _____

My 28-Day Balance Focus

What habit, boundary, or routine will you try this month?

When and how will it show up? _____

How will you reflect or track it?

☐ Journal ☐ Weekly check-in ☐ Peer or mentor support

Restart Plan

When I feel off-balance, I will:

- ☐ Pause and name what's missing
- ☐ Use my anchor phrase: "Balance supports success."
- ☐ Ask for help or adjust my schedule
- ☐ Other: _____

Weekly Reflection Prompts

1. What made this week feel more balanced (or not)?

2. What helped or challenged my energy?

3. How did balance impact my performance or motivation?

4. What will I shift for next week?

28-Day Balance Tracker

Focus habit: _____

Week 1 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 1 go? Circle one word:

- ☒ Balanced ☒ Overwhelmed ☒ Present
- ☒ Exhausted ☒ Grounded ☒ Energized

Week 3 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 3 go? Circle one word:

- ☒ Balanced ☒ Overwhelmed ☒ Present
- ☒ Exhausted ☒ Grounded ☒ Energized

Week 2 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 2 go? Circle one word:

- ☒ Balanced ☒ Overwhelmed ☒ Present
- ☒ Exhausted ☒ Grounded ☒ Energized

Week 4 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 4 go? Circle one word:

- ☒ Balanced ☒ Overwhelmed ☒ Present
- ☒ Exhausted ☒ Grounded ☒ Energized