



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: _____



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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