

Your guide to STAYING BALANCED

Balance is Important. This guide is a simple reminder for when work feels full or overwhelming.

Use the sections as quick prompts to pause, reflect and make small adjustments when your energy or focus feels off.



PERSONAL BOUNDARIES Your Non-Negotiables

Set your personal guardrails early.

3 short prompts (tick or reflect):

- My realistic workday end time is: _____
- One boundary I need to protect this year is: _____
- One thing I will stop doing when capacity is full: _____

Remember: Boundaries don't reduce commitment – they protect energy.

DAILY BALANCE REMINDERS

Small habits that keep balance steady



Pause before saying yes



Choose progress over perfection



Protect focus time



Ask for clarity early




Rest is part of performance

When the balance is TIPPING

If things start to feel heavy, do this simple 3-step reset..

- 1 Name it** – What feels off right now? (time, energy, expectations, workload)
- 2 Adjust it** – What feels off right now? (time, energy, expectations, workload)
- 3 Ask early** – Who do I need to speak to or get support from?

 You don't need a full reset – just a small one.



What's helping me stay balanced right now?



What's draining me more than it should?



One small change I'll make this week...

REFLECTION CORNER

