



Protecting Work-Life Balance Tool

My Valuable Life Roles:

Role Title	Importance Of This Role to Me	How Am I Doing in This Role?	Actions I Will Take to Maintain/Sustain/Excel in This Role

Read more about how to apply this tool in the accompanying blog titled, [“Defining Your New Normal: Protecting Work-Life Balance During Pandemic Times”](https://www.ayclimitless.com/blog/defining-your-new-normal-protecting-work-life-balance-during-pandemic-times) at www.ayclimitless.com



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My Valuable Life Roles:

Try this exercise to see if you are making the most of the valuable roles you play outside of the workplace.

1. Make a list of the top 5 roles that are important to you in your life. Example: Son/Daughter, Father/Mother, Brother/Sister, Aunt/Uncle, Friend, Teacher, Coach, etc.
2. Next to each role, give a rating between 1-10 (1 is low importance, 10 is high importance) on the importance of that role to you.
3. Then give yourself an honest score on how you are doing in each role from 1-10 (1 is doing poorly, 10 is doing extremely well).
4. Then list actions that you need to take to maintain, sustain or excel in each of these roles and how frequently you need to take action.
5. Look at the roles where the importance rating and how well you are doing are not in sync, these are the imbalances you may feel and can be areas where you can focus on balancing first.
6. Now schedule the activities into your calendar or write yourself visible reminders to take action accordingly. **Commit to being who you want to be in each of your priority life roles.**