

HANDOUT #1

Values review sheet

Context summary:

This is the first of 9 worksheets you can use to go through the aspects of a healthy work-life balance in detail. You can re-use this thought process whenever you feel that your life is getting out of balance, out of control, or when you want to spend a nice Sunday afternoon with a tea doing a bit of introspection.

The first step is to just take a caring look at your life and list out all that is important to you.

Instructions:

Take about 10 minutes to think about your life, your values, your obligations, your hobbies and other activities. Are you devoting time to each of them as much as you would like to? Do you think you do, but when you think about it, you actually focus on them only a few times a year or month?



<p>Obligations (family, work, health, other)</p>	
<p>Values (helping people, raising a family, taking care of animals, protecting the environment, doing art, personal development, etc)</p>	
<p>Hobbies</p>	
<p>Sports</p>	
<p>Other things I haven't listed</p>	

Now dedicate 5 minutes to think about and list out some things you think you should stop doing, things that are not aligned with your values. Things that are taking up space and are not letting in the things you wish to do.

**You will use this list when creating your schedule plan at the end of this course, so keep it around!*

