

Work-life harmony worksheet



"How we spend our days is, of course, how we spend our lives."

-Annie Dillard

| Work-life balance | Worklife integration | Work-life harmony |
|--|---|--|
| Keeps personal life and home life separate | Blends personal life and home life | Leverages personal life and work life as mutual sources of positive energy |
| Assumes structured, 9-5 day | Focuses on outcomes and quality of output | Promotes positive well-being in all aspects of life |
| Results in transactional mindset of competing priorities | Results in transactional mindset of having to do it all | Results in transformational mindset and positive forward momentum |
| Depletes energy | Depletes energy | Fuels energy and purpose |
| Limits well-being to non-working hours | Forces a choice between work and well-being | Immerses total well-being into all life experiences |

Work-life harmony occurs when the different aspects of life coexist, fuel one another, and foster positive energy. To create work-life harmony, you need to connect what you do to your values and purpose, so every area of your life contributes to your total well-being and fills your cup. Complete the following survey to reflect on your personal values and how they align with work.

Honing your “why”: Let’s start with some self-reflection:

- What gives you energy? What brings you joy?
- How do you want to show up in your life?
- How do you want to show up in the lives of others?
- What changes do you want to make in the world?
- What values are important to you?
- What are your non-negotiables to how you spend your day?
- What role do you want work to play in your life?

Role of work: Now that you’ve spent some time reflecting on your personal values and purpose, let’s evaluate your relationship with work.

- What could be different or better in your life?
- How do you want to feel at work?
- What competencies do you want to develop?
- Where do you want to build stronger connections and with whom?
- What tasks require the most energy? What projects give you energy?
- What do you want to get out of work? Why do you work?

Daily check-ins: Life quickly becomes busy, stressful, and unpredictable. To ensure you’re consistently and consciously evaluating your work-life harmony, try this daily debrief:

- When did you feel your best today? Why?
- How did you prioritize your well-being?
- Who did you connect with on a personal level?
- What do you want to do differently tomorrow?
- How will you accommodate your non-negotiables?

Next step: Complete this exercise with your team!

