

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!

