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Work-life balance weekly audit



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B A L A N C E C H E C K

weekly audit

Week of · _____

Actual hours worked · ____ **Target:** ____ **Over/under:** ____

Evening and weekend work · **Hours:** ____ **Was it necessary?**
Y/N **Avoidable:** ____

Quality time with family/friends · **Hours:** ____ **Genuinely present:** ☐

Physical activity · **Hours:** ____ **vs weekly target:** ____

Rest and restoration · **Felt genuinely rested:** ☐ **Sleep avg:**
____hrs

Overall balance this week · ____/10 **What would a 9/10 have required:** ____

A C A R E E R W I T H O U T A L I F E I S A V E R Y
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