Work/Life Balance Action Plan

Date: ________________

The area of my life on which I choose to focus more time and energy is:
______________________________________________________________________

The benefit that I will have when I focus in that area is:
______________________________________________________________________

Three specific actions that I will take to achieve balance in this area of my life are (please include dates that you will begin these actions):

<table>
<thead>
<tr>
<th>Action</th>
<th>Date to Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>2. ________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>3. ________________________________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

(IMPORTANT! Put these commitments on your calendar and follow through!)

The obstacles that I foresee which will challenge my progress in meeting my goals are:
______________________________________________________________________
______________________________________________________________________

The steps I will take to overcome these obstacles are:
______________________________________________________________________
______________________________________________________________________