# Weekly Work-Life Balance Planner Template

## Weekly Overview

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Top 3 Work Priorities

### Top 3 Personal Priorities

## Daily Planning

### Monday

* Work Tasks:
* Personal Tasks:
* Self-Care Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Tuesday

* Work Tasks:
* Personal Tasks:
* Self-Care Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Wednesday

* Work Tasks:
* Personal Tasks:
* Self-Care Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Thursday

* Work Tasks:
* Personal Tasks:
* Self-Care Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Friday

* Work Tasks:
* Personal Tasks:
* Self-Care Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Saturday

* Work Tasks:
* Personal Tasks:
* Self-CCare Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Sunday

* Personal Tasks:
* Family or Social Activities:
* Reflection Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Weekly Reflection

### Wins:

### Challenges:

### Adjustments for Next Week:

## Notes and Ideas

[Space for additional notes, ideas, or brainstorming]

Remember: Balance is about making intentional choices each day. Focus on aligning your tasks with your top priorities in both work and personal life.