

R.E.A.L GoalSM: Going Home Checklist

(Realistic, Easy, Attainable, Life Goals)

Example: I want to create a work-life balance.

BENEFITS:

- Improve health and wellness
- Increase productivity
- Have more “me time”
- Being “present” at home



CREATE A GOING HOME CHECKLIST:

- ✓ Take a moment to think about your day.
- ✓ Acknowledge one thing that was difficult during your working day. Let it go.
- ✓ Consider three things that went well.
- ✓ Check with your colleagues before you leave. - Are they okay? Do they need assistance from you before you leave? Can it be a to-do for the next day?
- ✓ Are you okay? Check in with yourself, what do you need?
- ✓ Now switch your attention to home. What can you do to reset so you can be present with your family, friends, housemate, and animals?

OTHER TIPS:

- ✓ Create a to do list for the next day. Write it down or make an electronic list.
- ✓ Create an exercise or meditation schedule.
- ✓ Make an appointment on your calendar to leave work on time.
- ✓ Start with a small goal or task and build on it.
- ✓ Start with your least favorite task and get it out of the way.
- ✓ Build in something to look forward to each day.
- ✓ Try the “start of the week” and “end of the week” check in/out below.

Search these websites and apps to learn more:

- Journaling Apps: [Day one Journal](#), [Memento](#)
- Thrive Global: 15 tips for leaving work at work
- YouTube: Nigel Marsh: How to make work-life balance work

START OF THE WEEK CHECK IN:

My # 1 Priority this week is:

I want to do less/more of:

This week I want to feel:

END OF THE WEEK CHECK OUT

I feel... _____

I need... _____

I forgive... _____

I celebrate... _____

I release... _____

To choose another goal, go to: <https://www.deancare.com/wellness/real-goals>

For help to translate or understand this, please call (800) 279-1301. (TTY dial 711)

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