

R.E.A.L GoalSM: End of Workday Checklist

(Realistic, Easy, Attainable, Life Goals)

Example: I want to create a better 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, housemates, 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 on the next page.

To learn more, check out:

- Journaling Apps: <u>Day one Journal</u>, <u>Memento</u>.
- Thrive Global: 15 tips for leaving work at work.
- YouTube: Nigel Marsh: How to make work-life balance work.

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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			

Explore more Real Goals and Supplemental Resources

For help translating or understanding this, please call (800) 635-9233. (TTY dial 711)

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