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I balance my work and my personal life with intention. I understand the challenges that are part of the balance process.

I am able to complete my work duties and still find time to enjoy my personal life.

My body and mind require a balance between my work and personal life. I need time to relax and recuperate after work. I also need time to complete the essential job tasks.

I know stress builds while I search for a balanced life. I release the stress with a better schedule of my time. I focus on being present during each moment at work and at home.

My work and personal life benefit from my ability to find balance.

I focus on the current task without distractions. I separate my work and personal time to create space between them.

I share positive and negative news about work with my family. However, I also understand how to balance the work updates with other news. I avoid allowing work to overtake my entire personal life.

I stick to a schedule that balances my life and work. I am grateful for the ability to schedule my tasks.

Today, I intend to focus on my calendar to schedule time for both work and personal endeavors.

Self-Reflection Questions:

1. How can I help my coworkers and boss understand the importance of a work and life balance?
2. How can I help my family and friends appreciate the effort it takes to find time for them?
3. How can I find personal time during challenging work projects?