

Work-Life Balance: A Behavioral Guide

Use the following checklist to evaluate the behaviors signaling work-life balance currently exhibited by your team.

Signs of Strong Work-Life Balance

- ☐ Consistently leaving work on time and disconnecting from work-related tasks outside of designated hours.
- ☐ Taking regular breaks throughout the workday to rest and recharge.
- ☐ Using allocated vacation days and paid time off for personal relaxation and rejuvenation.
- ☐ Maintaining healthy boundaries between work and personal life
- ☐ Prioritizing self-care activities, such as exercise, meditation, or spending time with loved ones
- ☐ Setting realistic goals and expectations for both work and personal life
- ☐ Communicating openly with supervisors or colleagues about the need for flexibility
- ☐ Demonstrating resilience and adaptability in managing work and personal commitments effectively without sacrificing either.

Signs of Weak Work-Life Balance

- ☐ Lack of clarity regarding goals and objectives, leading to confusion and inefficiency.
- ☐ Inconsistent or ineffective communication among team members, resulting in misunderstandings and delays.
- ☐ Poor time management, leading to missed deadlines and rushed work.
- ☐ Over-reliance on manual processes or outdated technology, hindering productivity.
- ☐ Insufficient delegation of tasks, causing workload imbalance and bottlenecks.
- ☐ Resistance to change or reluctance to adopt new methods or tools.
- ☐ Micromanagement or excessive supervision, stifling autonomy and creativity.
- ☐ Lack of accountability for individual and team performance, allowing mistakes to go unchecked.



Better **STAFF**

To learn more about role clarity within your team, check out our [Work-Life Balance Survey](#).