



Athena Executive Services
High-caliber, part-time, virtual, Executive Assistants

Work / Life Balance Exploration Worksheet

1. I would consider my life more balanced if _____

2. How close is your life to being balanced the way you want it to be?

- It is far from how I want it!
- I am about half way there.
- It is just about right.

3. What activities do you do each week that are not the best use of your time?

- A) _____ B) _____
- C) _____ D) _____

4. What activities do you do each week that you really dislike?

- A) _____ B) _____
- C) _____ D) _____

5. How many hours do you spend each week on those activities you listed in questions #3 and #4 above?

6. What are the critical areas of your business that only you can do, or that would have the biggest impact on the success of your business, which you don't have enough time for?

7. If you had 5 hours each week to work on something(s) you are not able to get to now, what would you spend those hours doing?

8. Outside of work, what activities would you like to spend more time on?

9. Which one of those activities feeds or nurtures you the most?

10. If you did more of that, how do you think that would that impact your business success and/or your personal fulfillment and happiness?

Thank you for taking time to ponder and think about your own Life Balance!

If you want to explore or brainstorm further, don't hesitate to contact me.
This is one of my favorite topics to chat about!



Gina Cotner, Chief Executive Owl
206-898-7204
athena.ginacotner@gmail.com
Athena Executive Services, Inc.
www.athenaexecutiveservices.com