



“WORK-LIFE HARMONY” WORKSHEET

You are ultimately responsible for making the choices that are right for you. If you are overwhelmed, YOU have to be the one to set limits and choose where to place your energy. No one else can do it for you.

One way you can start to set limits is by examining your expectations. Are the demands being placed upon you reasonable? Are you creating unnecessary demands for yourself, in addition to demands from supervisors or others, without even realizing it? For example, do you really have to work 16 hours per day?

Some excessive expectations come from sources external to us (e.g., your boss, your family, etc.). At other times, we may confuse what is expected of us by others with what we are expecting of ourselves.

Choose an area of your life where you feel overwhelmed or where you feel you need to set some limits.

1. Write down a list of the expectations that you feel are being placed upon you. They may be expectations originating from the external world, or they may be expectations you are placing upon yourself.

2. Now apply the test. For each expectation, ask yourself, “Is this expectation realistic or reasonable?” “Is it my responsibility or does someone else need to be accountable?” “Does this expectation promote balance in my life?”



3. Now for each expectation, write down a modified version that is more reasonable or accurate.

4. Plan how you will apply it. What specific steps will you take to apply your revised expectations?
