



**PEP SHEET**  
Work Life Blend

*Listen to our podcast episode Work Life Blend – and then take a moment to reflect and prepare for your own ultimate work life blend:*

**1. Find your flow.** What time of the day are you most productive? What hours of the day are you the least productive? Could you change around what you do at what time/where for a better balance? What would your ultimate work life blend day look like? What impact would it have on your day?

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If you have a full time job, what changes could you make for a better work life blend? (I.e. speak to your manager to arrange flexible work hours, exercise during lunch, work from home, etc.)

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**2. Do what you do best; let other's do the rest!** What are the things you like doing the least (at work, at home etc.?) Create a list. Look at the list and scrap all the things that you might actually be able to remove (don't have to do). Keep the have to's. Then examine closely – what do you have to do? What can you outsource? What can you automate? (Check [www.upwork.com](http://www.upwork.com) for an excellent outsource platform).

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**3. What are the key ingredients in your unique blend?** List your different roles (i.e. CEO, mother, wife, entrepreneur etc.) and your priorities related to these goals (i.e. develop the team, quality time with family, date night, releasing podcast etc.) what can you blend? How do you prioritize these roles and goals each week? Make your blend conscious!

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**4. Let your brain rest.** List the things that really allows you to rest. Small and big things. Then brainstorm how to fit in these breaks, each day, week, month and year? Make sure They go into your calendar.

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**Other reflections.**

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