Why use this worksheet?

Time is one of our most valuable resources.

How we spend our time influences our learning, work, relationships and wellbeing.

This worksheet helps you reflect on whether your current use of time supports the life you want to build.

Balance does not mean giving equal time to everything. It means giving appropriate attention to the areas that matter most.

My Time Balance

Think about a typical week.

Rate your satisfaction with each area.

Area	Very Low	Low	Moderate	High	Very High
Study / Learning	☐	☐	☐	☐	☐
Work	☐	☐	☐	☐	☐
Family & Friends	☐	☐	☐	☐	☐
Physical Health	☐	☐	☐	☐	☐
Mental Wellbeing	☐	☐	☐	☐	☐
Rest & Sleep	☐	☐	☐	☐	☐
Hobbies & Interests	☐	☐	☐	☐	☐
Personal Growth	☐	☐	☐	☐	☐

Looking at the Whole Picture

Which area currently feels strongest?

Which area needs more attention?

What surprised me about my answers?

Finding Better Balance

What is one area where I would like to spend more time?

What is one activity that takes more time than I would like?

What small change could improve my weekly balance?

My Next Week

This week I will make time for:

☐ Physical activity

☐ Learning

☐ Family or friends

☐ Rest

☐ Outdoor activities

☐ Creativity

☐ Reflection

☐ Relaxation

☐ Something enjoyable

☐ Other

Looking Forward

How will I know that my week feels more balanced?

My Personal Reflection

Complete the sentence:

A balanced week for me means...
