

Creating Balance Between Business and Leisure Workbook

This workbook is designed to help you find the perfect balance between work and leisure. Follow the steps and fill out the exercises to apply these strategies to your life and business.

Step 1: Understand the Pleasure Principle

Pleasure isn't just about fun vacations—it's about creating a life that feels good every day.

Ask yourself: What does a life I love look like? Write down your answer here.

Step 2: Build in Small Breaks

Small breaks can rejuvenate your focus and energy.

Examples of breaks: Take a walk, enjoy a cup of tea, or listen to a short podcast.

Write down three small breaks you can incorporate into your day.

Step 3: Incorporate Self-Care into Your Workweek

Self-care doesn't have to be complicated, and it's crucial to avoid burnout.

Create a self-care plan for the week:

Monday: _____

Wednesday: _____

Friday: _____

Step 4: Combine Work with Leisure

Look for opportunities to combine business and leisure.

Next time you travel for work, plan an extra day for leisure. Write your next business trip and how you'll add some personal time:

Step 5: Prioritise What Matters Most

It's easy to get overwhelmed by tasks—focus on what truly matters.

Write down your top 3 business priorities:

1. _____
2. _____
3. _____

Write down your top 3 personal priorities:

1. _____
2. _____
3. _____

Step 6: Set Boundaries

Define and communicate boundaries to create a sustainable work-life balance.

Set your 'off' hours for this week:

Off hours:

Now, commit to sticking with these boundaries!