Work Life Balance 💡

This Work Life Balance Worksheet is a **simple but powerful** tool that helps you analyze your tasks and processes in order to transform your business from being owner-dependent to being **owner-independent**. This means that your business can run smoothly and profitably without you having to be involved in every detail.

82%
OF SMALL BUSINESS OWNERS WORK OVER 40 HOURS EACH WEEK

Work-Life Balance is ESSENTIAL for your well-being & future success.

THIS TOOL IS FOR YOU IF...

- You are a **small business owner** with a vision for your business and your life.

- You want to make a difference in the world, serve your customers well, and enjoy the **freedom and flexibility** of being your own boss.

- At times, you feel **overwhelmed** by the demands of running your business. You may find yourself working long hours, **doing everything yourself**, and sacrificing your personal time and health.

- You find yourself wondering if there is a better way to run your business, one that allows you to **work smarter, not harder**.

Step 1: Identify

The first step in applying the Work Life Balance Tool to your business is identifying all the activities that consume your time as an owner-manager.

In the table provided, list all your activities as an owner-manager and enter the time you spend each week carrying them out.

Be as specific as you can. For example, instead of simply writing "Email", enter "respond to client emails about appointments". You can use a time-tracking app or a journal to record how you spend your time during a typical week.

Task	Time spent per week (hours)

Step 2: Categorize

Task	E/A/D/I

The next step is to categorize each activity according to the four choices: eliminate, automate, delegate, or innovate.

Eliminate: Is this task or activity necessary for my business goals? Does it add value to my customers or stakeholders? Can I stop doing it without affecting my business performance or reputation?

Automate: Is this task or activity repetitive or predictable? Can I use technology or software to do it faster, cheaper, or better? How much time and money would I save by automating it?

Delegate: Is this task or activity within my core competencies or passions? Do I have the skills, knowledge, or experience to do it well? Can I trust someone else to do it for me, such as an employee, a contractor, or a partner?

Innovate: Is this task or activity challenging or rewarding? Does it require creativity, problem-solving, or learning? Can I improve it by changing the process, the product, or the outcome?

Step 3: Action Plan

In order to make real changes to your business, it's important to set a timeline and stick to it. For each category, set a date and once you've completed the task, return to this sheet and ☑.

Eliminate:

List all the activities you have chosen to eliminate. These are the ones that have the least value or impact for your business. Eliminate them **as soon as possible** or reduce their frequency or duration.

Activities to eliminate	Due date	☑

Automate:

List all the activities you have chosen to automate. These are the ones that can be done by a system or a software without much human intervention. Research and compare different tools and platforms that can help you automate these tasks. Write how you are going to automate each activity or which tools you are going to use.

Activities to automate	Tools to utilize	Due date	☑

Step 3: Action Plan 💡

In order to make real changes to your business, it's important to set a timeline and stick to it. For each category, set a date and once you've completed the task, return to this sheet and ☑.

Delegate:

List all the activities you have chosen to delegate. These are the ones that can be done by someone else who has the skills, experience, or resources that you lack. Decide who you are going to delegate the task to (freelancers, contractors, or employees).

Activities to delegate	Person to delegate to	Due date	☑

Innovate:

List all the activities you have chosen to innovate. These are the ones that can be improved or transformed to create more value for your customers and stakeholders. As a team, brainstorm ideas on how to improve or transform the listed activities. Write the next steps your team is going to take toward improvement.

Activities to innovate	Next steps to take	Due date	☑