

WORK-LIFE BALANCE CHECKLIST FOR PROJECT MANAGERS

ACTION STEPS FOR SETTING BOUNDARIES, PRIORITIZING TASKS, AND MAINTAINING WELL-BEING

SET CLEAR BOUNDARIES

- ☐ **Define Your Work Hours**
Set specific start and end times for your workday.
- ☐ **Communicate Availability**
Inform your team and clients about your working hours and preferred times for communication.
- ☐ **Unplug After Hours**
Turn off email notifications and avoid checking work messages outside of your designated hours.

PRIORITIZE AND DELEGATE

- ☐ **Identify Your Top Priorities**
Use the Eisenhower Matrix (urgent vs. important) to determine what needs immediate attention.
- ☐ **Delegate Tasks**
Trust your team by delegating tasks that don't require your direct involvement.
- ☐ **Use Project Management Tools**
Implement tools like Asana, Trello, or Jira to track and prioritize tasks.

SAY "NO" WHEN NEEDED

- ☐ **Assess the Request**
Before accepting new tasks or projects, ask yourself if they align with your priorities and capacity.
- ☐ **Communicate Respectfully**
Politely say no when necessary, offering alternative solutions or a timeline.
- ☐ **Set Expectations Early**
Discuss boundaries and capacity with clients and stakeholders upfront to avoid overcommitment.

EMBRACE FLEXIBILITY

- ☐ **Work from Home**
If possible, arrange hybrid or remote work days to reduce commute time and increase focus.
- ☐ **Time Block Your Day**
Schedule focused work periods for high-priority tasks and allocate time for meetings and breaks.
- ☐ **Adapt to Changes**
Be flexible with your schedule to accommodate personal time or unexpected events without guilt.

PRIORITIZE SELF-CARE

- ☐ **Exercise Regularly**
Incorporate short, manageable workouts into your routine to keep energy levels up.
- ☐ **Get Enough Sleep**
Aim for 7-8 hours of quality sleep each night to ensure peak performance during the day.
- ☐ **Practice Mindfulness**
Dedicate a few minutes daily to meditation or deep breathing to reduce stress and improve focus.