

R.E.A.L GoalSM: End of Workday Checklist

Realistic, Easy, Attainable, Life Goals

Example: I want to create a better work-life balance.

Benefits:

- Improve health and wellness.
- Increase productivity.
- Have more “me time.”
- Being present at home.



Create a going-home checklist:

- ✓ Take a moment to think about your day.
- ✓ Acknowledge one thing that was difficult during your working day. Let it go.
- ✓ Consider three things that went well.
- ✓ Check with your colleagues before you leave. - Are they okay? Do they need assistance from you before you leave? Can it be a to-do for the next day?
- ✓ Are you okay? Check-in with yourself; what do you need?
- ✓ Now switch your attention to home. What can you do to reset so you can be present with your family, friends, housemates, and animals?

Other tips:

- ✓ Create a to-do list for the next day. Write it down or make an electronic list.
- ✓ Create an exercise or meditation schedule.
- ✓ Make an appointment on your calendar to leave work on time.
- ✓ Start with a small goal or task and build on it.
- ✓ Start with your least favorite task and get it out of the way.
- ✓ Build in something to look forward to each day.
- ✓ Try the start of the week and end of the week check-in/out on the next page.

To learn more, check out:

- Journaling Apps: [Day one Journal](#), [Memento](#).
- Thrive Global: 15 tips for leaving work at work.
- YouTube: Nigel Marsh: How to make work-life balance work.

Start of the week check-in

My # 1 Priority this week is: _____

I want to do less/more of: _____

This week I want to feel: _____

End of the week check-out

I feel... _____

I need... _____

I forgive... _____

I celebrate... _____

I release... _____

Explore more [Real Goals and Supplemental Resources](#)

For help translating or understanding this, please call (800) 635-9233. (TTY dial 711)