



Workbook, CPD & Reflection Log

Episode 138: How to Balance Life and Work

with Dr Claire Kaye

How do you find the right balance between life and work? We often think we need to dedicate a certain percentage of our time to work and the rest to life. But have we ever thought that work itself is a part of life?

Perhaps instead of work-life balance, what we need is to balance our life around the things that truly matter to us. This may be a combination of work, family, exercise, and other things. How that balance looks is different for everyone at various points in our respective lives.

In this episode of You are Not a Frog, Rachel and Dr Claire Kaye talk about the challenge of attaining holistic life balance, especially for working professionals. Claire shares the importance of being intentional about setting boundaries, and she also gives actionable steps to navigate a joyful, balanced life.

Podcast Links

Sign up for the [Overwhelm Buster Toolkit!](#)

Get your FREE [Thrive Week Planner tool!](#)

Get access to webinars to help your team deal with workload and beat feelings of stress and overwhelm designed for leaders in health and social care [here](#).

Listen to previous episodes with Claire:

- [How To Change When Change is Scary](#)
- [The Surprising Power of Self Coaching \(and How to Do it Well\)](#)
- [Defining Your Own Success in Life](#)

[Email Rachel](#) or reach her on [LinkedIn](#) or [Twitter](#).

Guest links

Connect with Claire:

[Website](#) | [Instagram](#) | [LinkedIn](#)



Quote to remember:

***‘Work isn’t separate to life; it’s part of our lives.
And until we start accepting it as a part of it, I
don’t think we can ever have balance.’***

What You Will Learn

For some people, work needs to be 50% of their life. Meanwhile, other people can dedicate 80% of their life to work, all while remaining happy and thriving. It’s different for everyone.

To attain holistic life balance, you need to get to know yourself and find out the things that truly matter to you. What are your priorities? What aspects of your life need more time and effort from you?

Furthermore, life balance is not static. The course of your life and the environment you move in constantly changes, so do your interests and desires. Hence, having balance is a constant effort of understanding yourself and re-prioritising around that.

Claire and Rachel shared actionable steps you can take to achieve balance and joy in your life. This workbook will help you walk through some of those steps. It will push you to think about where you are spending the majority of your life, what your priorities are, and what adjustments need to be made.

Remember, it will not always be perfect. What matters is you do not stop trying.

Activity: Finding Your Balance

What makes the phrase “work-life balance” problematic? Explain your answer with examples.





With 1 as the lowest and 10 as the highest, rate your satisfaction in the different aspects of your life. In the first column, write the aspects that occupy your life. In the second column, write your current satisfaction rate for it. Finally, write your ideal satisfaction rate in the third column.

Life Aspects (e.g., work, relationships)	Actual Rate	Ideal Rate

What area of your life is presently giving you the most satisfaction? Explain why you think so. Do you need to make any adjustments?

What area of life are you presently most unsatisfied with? Explain why you think so. What adjustments do you need to make?

What are some things that hinder you from attaining your perfect life balance? Write them down below.

- _____
- _____
- _____
- _____



Because life balance is dynamic, Claire advises you to reprocess your life's priorities at least once a month.

What are some reflection questions that you could ask yourself during these self-coaching sessions?

- _____
- _____
- _____
- _____

What does a balanced life look like to you? Explain it in a paragraph, a diagram, or any other way you can expound it more easily.

What advice from the episode resonated with you the most? Write it down below. Explain how you can apply it practically.



CPD time claimed:

For more episodes of *You are not a frog*, check out our website www.youarenotafrog.co.uk; follow Rachel on Twitter @DrRachelMorris and find out more about the [Permission to Thrive](#) CPD membership for doctors and online and face to face courses on surviving and thriving at work at www.shapestoolkit.com