



Dike Drummond here at TheHappyMD.com with the worksheet for the 1 + 1 work life balance planning process. **Before you begin have two things handy**

1) Your simple balance items list

Make a list of simple, quick and easy work life balancing activities you would enjoy. These are things you would love to do for yourself that just don't get done in a normal week. Everyone's list here is different.

Examples: My list includes - Take a walk - time with my children - read a book for pleasure - a yoga class - a massage - watch a movie - play my guitar

What's on Your List?

2) Your Bucket List Item for this year

At your first planning session for the year, pick a Bucket List Item to focus on for the year ahead. The Bucket List ... is those things you really want to do in this lifetime - big things. You may need to sit down with your significant other or family to pick this item/activity. Do that now. It is vital that you plan this Bucket List item far in advance. This is the accomplishment you will look back on next year and smile about! For many doctors, this will be a family vacation to a place you would all be excited about.

What is Your Bucket List Item?

The 1 + 1 Process

Once a week use the worksheet on page two to do Two Things (1 + 1):

Step One:

- Pick one simple work life balance activity to do for yourself this week
- Write it into your schedule/calendar for the week

Step Two:

- Pick the next step in the action plan for your Bucket List Item
That may be looking up plane flights, making reservations, getting passports - any of the activities that keep this Bucket List Item moving forward
- Pick the step you will take this week
- Write it into your schedule/calendar for the week

During the week

- Complete these two activities
- Check them off on the worksheet
- Celebrate with a pat on the back, woo hoo, fist pump and say yes ... whatever your victory dance is for a job well done

REPEAT WEEKLY

At the end of the year you will have

=> Completed a Bucket List Item for 2013 -- congratulations!

=> Completed 52 work life balance activities for yourself that would have not gotten done anyway

1 + 1 = 53

**Weekly Planning Worksheet**

Today's Date _____

Step One - Personal

The one personal balance activity I will complete this week is

I will do it on the following day and time

- ☐ Scheduled?
- ☐ Completed?
- ☐ Celebrated?

Step Two - Bucket List Item

The next step in the process of completing my Bucket List Item is

I will complete this step on the following day and time

- ☐ Scheduled?
- ☐ Completed?
- ☐ Celebrated?

My next 1 + 1 Planning Session will be on the following date and time

- ☐ Scheduled?
- ☐ Completed?
- ☐ Celebrated?