

Individual Employee Resource

Time-vs-values self-audit

A five-minute honesty check, not a productivity tracker.

1

Where did your time actually go this week

Work, family, rest, friends, health, whatever categories are real for you.

2

What actually matters to you, in order

Not what should matter. What genuinely does.

3

Put them side by side

Where do the two lists agree? Where's the biggest gap?

4

Pick one thing to shift

Not everything, one thing. A meeting, an evening, a task to hand off.

Balance isn't found, it's chosen, repeatedly, in small decisions like this one.



You don't need to wait until it feels unmanageable. Support is available for a quiet conversation, whatever is driving it.