

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

(Realistic, Easy, Attainable, Life Goals)

Example: I want to create a 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, housemate, 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 below.

Search these websites and apps to learn more:

- 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... _____

To choose another goal, go to: prevea360.com/realgoals

For help to translate or understand this, please call (800) 279-1301. (TTY dial 711)

©2022 Dean Health Plan, Inc a Member of SSM Health. All rights reserved. We do not recommend, endorse or make any representation about the efficacy, appropriateness, or suitability of any program, training, or activity eligible for points under the Living Healthy program. Such programs, trainings, and activities are not intended to be a substitute for professional medical advice, diagnosis, or treatment. If any individual has or may have a medical or psychological condition, they should consult a medical professional before beginning any programs, trainings, or activities.