



## Work-Life Balance Audit

### ***Introduction***

From the ASE SOS Document, the Work-Life Balance Audit was a popular and useful tool throughout the ASE SOS Pilot schools. The aim is to analyse a typical weeks work broken down into 30 minute slots. The following two pages feature both the Analyser Toll and the Audit Tool that will be used in the two-step process.

### ***Usage***

- Individual - A teacher can do this activity alone and then take their own actions to make the changes they want/need to make. They may need to talk to a manager about making some changes.
- As part of a one-to-one - One to ones with a member of staff and a manager can be more focussed if the member of staff has completed a work-life analyser and has actual data to discuss, consider and make changes to.
- Whole department - Making this a whole example activity can address key issues or themes that arise, and decide how to work together to improve work-life balance.
- See Department meeting – improving wellbeing
- Supporting others manage their work-life balance - Sometimes teachers are overworking and do not necessarily notice it themselves. The audit can be used with teachers in this position to help them address this before they burn out.



## Work-Life Balance Analyser Stage 1:

Use the codes below (to the nearest 30 minutes) to complete this table for a typical week...

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							
24:00							
01:00							
02:00							
03:00							
04:00							

**Key** add any significant activities that are missing. Analyse your timesheet using **Exercise C**

Work		Life		Other	
Teaching	T	Sleeping	S		
Planning	P	Cooking & Eating (Food)	F		
Marking	As	Exercise	E		
Meetings	M	Hobby	H		
Admin/Emails	A+E	Personal Time	PT		
Parent Contact	PC	Care of dependents	C		
Travel	Tr	Domestic (Clean & Shops)	D		



## Work-Life Balance Analyser Stage 2:

*Review your timesheet from stage 1...*

Calculate your time on each activity					
Work		Hours	Life		Hours
Teaching	T		Sleeping	S	
Planning	P		Cooking & Eating (Food)	F	
Marking	As		Exercise	E	
Meetings	M		Hobby	H	
Admin/Emails	A+E		Personal Time	PT	
Parent Contact	PC		Care of dependents	C	
Travel	Tr		Domestic (Clean & Shops)	D	
<b>Other</b>			<b>Other</b>		

**Which activities dominate your time?**

**What would you like to do less of? How might you achieve this?**

**What would you like to do more of? How might you achieve this?**

You may need help to readdress your work-life balance, so talk to someone:

- A trusted colleague
- A line-manager
- Someone via your ASE regional committee
- Teacher Support Network