**Work-life balance**

**Week one exercise: where does the time go?**

**This week, keep track of your daily activities from the moment you wake up until you go to bed. Being able to visually see the reality of where your time and attention is going is a valuable first step in creating healthy work and personal boundaries. Be as detailed as possible with the activity and time. This will help you recognize where your time could be better spent doing more important things.**