

Weekly Work-Life Balance Schedule Template

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30–7:30 AM	Wake up + Morning Routine (stretching, journaling, tea/coffee)	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Morning walk + Leisure	Sleep in / Relax
7:30–8:30 AM	Light Workout / Breakfast	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Exercise / Hobbies	Breakfast with family
8:30–9:00 AM	Plan the Day / Quick Review	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Weekend planning	Reflect & Reset
9:00 AM–12:00 PM	Deep Work / Focused Tasks	Deep Work	Meetings / Projects	Deep Work	Wrap-up Projects	Creative hobbies / Classes	Nature walk / Reading
12:00–1:00 PM	Lunch Break + Disconnect	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Outing / Lunch Date	Family lunch / Self-time
1:00–3:00 PM	Meetings / Lighter Tasks	Focused Work	Admin / Emails	Meetings	Team wrap-up	Rest or Socializing	Planning the week ahead
3:00–4:00 PM	Tea Break / Quick Walk	Same as Monday	Break or Review	Same as Monday	Same as Monday	Watch a movie / Coffee break	Journaling / Relax
4:00–6:00 PM	Wrap-up Work / Emails / Planning	Same as Monday	Learning / Planning	Client calls or Wrap-up	Review week & log wins	Free Time	Hobbies or Relaxation
6:00–8:00 PM	Family Time / Dinner Prep	Dinner + Talk	Family Activity	Cook together	Celebrate small wins	Outing / Friends	Family Dinner
8:00–9:00 PM	Reading / Light TV / Wind Down	Same as Monday	Same as Monday	Same as Monday	Same as Monday	Movie Night	Music / Reading

9:00– 10:00 PM	Journaling + Sleep Prep	Sleep Prep	Sleep Prep	Sleep Prep	Sleep Prep	Meditatio n / Gratitude	