# Daily Boundary Planner

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this planner to clearly define your work hours, breaks, and personal time. Building consistent routines can help reinforce your work-life boundaries and reduce stress.

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| --- | --- | --- |
| Time Block | Activity / Task | Notes / Reflections |
| 08:00 – 09:00 |  |  |
| 09:00 – 10:00 |  |  |
| 10:00 – 11:00 |  |  |
| 11:00 – 12:00 |  |  |
| 12:00 – 13:00 |  |  |
| 13:00 – 14:00 |  |  |
| 14:00 – 15:00 |  |  |
| 15:00 – 16:00 |  |  |
| 16:00 – 17:00 |  |  |
| 17:00 – 18:00 |  |  |
| Evening wind-down: |  |  |

End-of-Day Reflection:

- What worked well today?

- What boundary did I find hard to stick to?

- What will I do differently tomorrow?