Weekly balance planner

Plan lightly. Blank days are allowed; care, recovery and support count. Add dates beside the days if useful.

Editable PDF: replace or delete the fictional examples. Blank PDF: print and write. Guidance follows.

Essential commitments and what can be shared

Possible obstacle / support / smaller step

Day	Essential priority	Recovery / connection	Support or smaller version
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

One adjustment for next week

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Using this resource

Weekly balance planner

What this helps with

When pressure rises, breaks, meals, connection and sleep routines are often the first things squeezed out. This can leave less capacity for the next demand. Recovery planning is not a promise that a brief break will solve an excessive workload. It helps you protect a few practical needs while identifying what must be reduced, shared or changed. Choose a plan for your actual week, including the possibility that energy will vary.

How to use it

1. Identify essential commitments and what can be delayed, simplified or shared.
2. Choose a few recovery actions that feel realistic and restorative to you.
3. Place them alongside tasks rather than waiting until everything is finished.
4. Plan a smaller version and support for demanding days.
5. Review whether the plan helped capacity and what structural pressures remain.

A fictional worked example

Ben worked rotating shifts and cared for his children on days off. A rigid daily wellbeing timetable felt impossible. He instead identified a few flexible anchors: eating during a planned break, a short quiet transition after work and one conversation with a friend each week. He also asked a family member to share one practical task. Some days the quiet transition was only a few minutes. His review focused on whether those changes were useful and achievable, not whether he completed a perfect routine. He noted that staffing pressure still needed a workplace conversation; personal recovery time could not solve that problem alone.

Keep in mind

Adapt plans for health conditions, disability, caring responsibilities and shift patterns. Do not replace treatment or necessary support with self-care tasks. Persistent exhaustion, major sleep disturbance or concerning physical symptoms merit appropriate professional advice. Recovery should not require ignoring essential safety needs.

Sources and attribution

NHS. Every Mind Matters: Stress.

Health and Safety Executive. Management Standards: Control.

Original material informed by the sources above. No outside organisation endorses this worksheet.

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