

REMOTE WORK BALANCE TRACKER

Date: _____

TIME BOUNDARIES

Start Time:

End Time:

Deep Work Hours:

Break Duration:

DAILY RITUALS

Morning "Commute" (Walk/Read)

Dressed for Productivity

Desk Cleared at EOD

Digital Sunset (No Screens)

WELLNESS CHECK

64oz Water Intake

Physical Movement

Social Connection

Daylight Exposure

ENERGY LEVEL

Low [1 - 2 - 3 - 4 - 5] High

REFLECTIONS & TOMORROW'S PRIORITY