



Post Pandemic Work-Life Balance Checklist

Returning to the workplace, post-pandemic, offers the opportunity to (re) establish healthy work routines and relationships. Along with workplace considerations, there are also personal commitments which may have been put on pause during the pandemic, and are in need of attention.

The following checklist contains items for consideration while planning for a post-pandemic lifestyle:

Work

- ☐ Review company safety policies and guidelines; COVID, active shooter, etc.
- ☐ Catch-up with colleagues, and get to know new-hire employees
- ☐ Have your personal workplace wellness plan in place; review company plan
- ☐ Plan and coordinate time-off hours and vacation days
- ☐ Clear clutter and unused items from work area
- ☐ Update work wardrobe; donate items

Commute

- ☐ Vehicle maintenance; oil change, seasonal preparation, emergency kit upgrade
- ☐ Review mass transit options; purchase transit passes
- ☐ Review other sustainable commuter options; carpool, cycle, etc.
- ☐ Download favorite podcast, music, mindfulness programs to listening platform

Financial

- ☐ Review personal/family budget and financial goals ([Canopy can provide financial coaching](#))
- ☐ Update beneficiary information; 401K, life insurance, savings/checking accounts
- ☐ Review retirement plan
- ☐ Access and review credit report
- ☐ Create or update will ([Canopy provides legal service discounts](#))
- ☐ Prepare tax documents
- ☐ Prepare donation items; keep receipts for donations made

Home

- ☐ Review home insurance policy
- ☐ Home maintenance; broken appliances, potential water damage repair, security system, landscape/garden
- ☐ Home cleaning/organization; calendar shared family chores, bid for outsourced cleaning company
- ☐ Change batteries in smoke and carbon monoxide alarms
- ☐ Review or implement recycling and sustainability practice
- ☐ If renting, review potential for home ownership ([Canopy can provide assistance](#))

Family/Pets

- ☐ Schedule childcare and after school services ([Canopy can provide assistance](#))
- ☐ Schedule adult care; in-home companionship, in-home services, adult care facility research ([Canopy can provide assistance](#))
- ☐ Review family safety and disaster plan
- ☐ Review and set family social media/technology boundaries
- ☐ Schedule time together; dinners, weekend outings, formal vacations
- ☐ Schedule pet care; mandatory vaccines, sitter, walker, trainer, companion care
- ☐ Petless? Review what to know about [adopting a pet](#)

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Health/Exercise

- ☐ Biometric screenings/health check-up
- ☐ Preventative medical services; mammogram, colonoscopy, vaccinations (review specifics to your age group)
- ☐ Schedule bi-annual dental exams
- ☐ Schedule annual eye exam
- ☐ Review nutritional/healthy eating practices
- ☐ Review exercise/movement goals; schedule calendar, accountability partner, fitness and/or health coach
- ☐ Discuss behavioral health and how it may be affecting family members; anxiety, depression, self-harm ([Canopy provides counseling services](#))
- ☐ Sleep considerations; review sleep hygiene practice, begin formal/medical sleep study

Social/Self-care

- ☐ Plan and schedule face-time with friends
- ☐ Schedule massage, or other relaxing treatment – alone or with friends
- ☐ Spend time outdoors; sport, hobby, forest bathing
- ☐ Try a new hobby; discover a new book, start a new craft, learn a new language
- ☐ Look into new self-care stress relief practices; music, mindfulness, meditation



Although our commitments may vary, we hope this checklist proves beneficial for work-life planning. Remember to practice self-care, take breaks, connect with loved ones, stay informed, but avoid overwhelming yourself with too many tasks at one time. If you are feeling physically or emotionally overwhelmed, seek help from a health professional.

To learn more about how Canopy can assist you with resources and support, log into your EAP member site at canopywell.com, or call **800-433-2320 for immediate assistance. Counselors are available 24/7.**

