

Work Life Balance Checklist

Before embarking on an action plan it could be useful to work through the following checklist. You are then ready to carry out a thorough company audit and to move on to the planning stage.

STEPS TO STRATEGY	
1. What are your core business needs? What do you want/need as an organisation?	
2. Consider your customers – how will your work-life balance policies affect them?	
3. Consult with staff – find out what people want.	
4. Think about flexible working – can start and finish times vary?	
5. What training will be needed to help managers to manage flexible teams?	
6. How can you cover sickness or leave?	
7. Do you need help to cover busy periods?	
8. Adopt work-life balance policies and practices which suit the needs of the organisation and individuals – and be creative – think outside the box!	
9. Produce written procedures for implementation, monitoring and review.	
10. Include an application form, in written procedures, to enable people to apply to change their working hours.	
11. Managers must lead by example – get them involved!	
12. Communicate change throughout the organisation – get everyone on board.	
13. Running a pilot can be a good idea. Evaluate it before introducing as policy.	
14. Amend your policies or extend the programme as necessary – nothing is in tablets of stone!	
15. What next? Monitor and evaluate.	