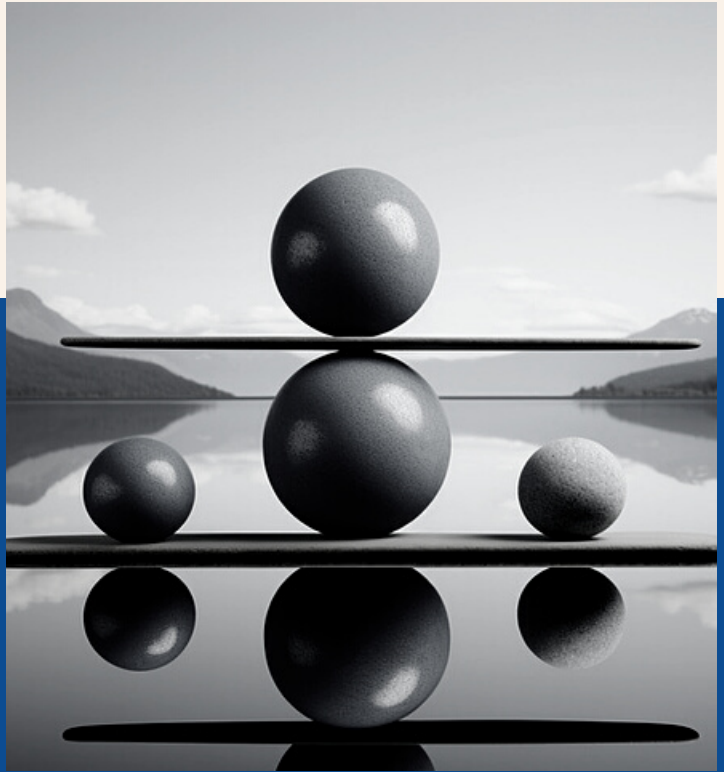
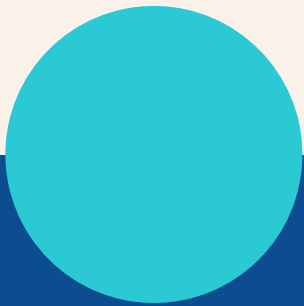




Women in Swim

Femmes dans la vague

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THE BALANCE BLUEPRINT

**SUPPORTING WOMEN BALANCING
BUSINESS, FAMILY, AND WELLBEING**

PURPOSE

In the pool and spa industry — and in life — balance isn't a finish line; it's a rhythm. Between managing workloads, families, clients, and community responsibilities, women often become the silent regulators of everyone else's comfort.

This toolkit is your space to pause and examine where your energy flows, how your boundaries hold, and how you can refill your own cup before pouring into others.

The Balance Blueprint is about alignment, not perfection. It's about creating sustainable systems of self-care, self-trust, and self-awareness so you can lead from a place of wholeness, not depletion.

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The Weekly Energy Audit

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1: THE WEEKLY ENERGY AUDIT



Where your time goes vs. what actually refuels you.
We all have 168 hours in a week — but how many of those hours truly energize you?
This exercise helps you visualize your week through the lens of energy, not productivity.

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This exercise helps you visualize your week through the lens of energy, not productivity.

How to Use It:

1. Over the next seven days, track how you spend your time in hourly blocks (meetings, childcare, driving, scrolling, workouts, errands, downtime, etc.).
2. For each activity, rate how it makes you feel on a scale from 1 (draining) to 5 (energizing).
3. In the final column, check “Yes” if the activity refuels you “No” if it depletes you.

Activity	Hours Spent	Energy Level (1–5)	Refuels Me? (Y/N)	Notes/Observations
Emails & admin	6 hrs	2	N	Feels never-ending; maybe batch these tasks?
Customer calls	4 hrs	3	Y	Love connecting but need better time boundaries.
Family dinners	5 hrs	5	Y	Always feel grounded afterwards.
Social media scrolling	3 hrs	1	N	Habit, not joy. Try substituting reading.

Reflection Prompts:

- Where am I spending the most energy but getting the least return?
- Which activities make me feel most myself?
- What would happen if I swapped one draining activity for one that fuels me this week?

Takeaway:

You can’t pour from an empty cup but you can learn how to refill it intentionally.





2: YOUR NON-NEGOTIABLES LIST

Defining the boundaries that protect your peace.

When life gets busy, your non-negotiables become your anchors.

They're not luxuries, they're commitments to your wellbeing, and honoring them is an act of self-leadership.

How to Use It:

Reflect on the activities or principles that make you feel most balanced.

Ask: What are the 2-3 things I can't compromise without feeling resentment or burnout?

Write them down as promises to yourself.

Example Non-Negotiables:

- I don't schedule back-to-back meetings without a reset break.
- I keep at least one evening per week fully offline.
- I honor my workout or walk as a meeting with myself — not optional.
- I say "no" to opportunities that conflict with my values or capacity.
- I protect my Sunday mornings as sacred recharge time.

Bonus Prompt:

What boundary do you need to communicate to your team, your partner, or yourself to protect these non-negotiables?

(Example: "I'll no longer answer texts about work after 7 p.m.")



REMINDER:
A BOUNDARY ISN'T A WALL
IT'S A BRIDGE BETWEEN WHAT YOU
NEED AND HOW YOU WANT TO SHOW UP.





3: BURNOUT PREVENTION CHECK-IN

CATCHING THE SIGNALS BEFORE THE CRASH.

Burnout rarely happens overnight ... it builds slowly, in the quiet trade-offs we make. This check-in helps you identify early warning signs and build awareness before fatigue turns into depletion.

HOW TO USE IT:

Take this mini-quiz once a week or month. Circle or highlight your answers honestly.

Question	Yes / No	Notes or Thoughts
Have I felt emotionally or physically exhausted most days this week?		
Am I sleeping less, or waking up tired?		
Have I lost interest in something I normally enjoy?		
Have I been short-tempered or easily irritated?		
Have I said “yes” to something out of guilt, not desire?		
Have I eaten meals while working or skipped breaks?		
Have I connected with something joyful (not productive) this week?		

Scoring Your Check-In:

0–2 “Yes” = You’re in balance; maintain your boundaries.

3–5 “Yes” = You’re showing signs of strain; prioritize rest and delegation.

6–7 “Yes” = You’re nearing burnout; pause, reset, and reach out for support.

Reflection Prompt:

What’s one small intervention you can make this week to give your mind and body more recovery time?

(Example: Delegate one task, go to bed 30 minutes earlier, or schedule a “no meeting” morning.)

4: REFLECTION ON GUILT, REST, AND BOUNDARIES

BECAUSE REST SHOULDN'T REQUIRE JUSTIFICATION.

Many women are taught to equate worth with productivity.

We praise exhaustion, glorify multitasking, and minimize rest even though it's the foundation of resilience.

This section helps you examine the stories that keep you overextended and invites you to rewrite them.



Reflection Prompts:

Where do I feel the most guilt when I slow down?
(Example: When I take time for myself instead of helping others.)

What narrative do I tell myself about rest?
(Example: That I need to earn it first.)

Who actually benefits when I'm constantly overextended?
(Example: Everyone else's comfort — but at the cost of my peace.)

What would balance look like if I trusted that rest was productive?

Permission Slip Exercise:

BELOW complete the following sentence three times in your own words:
"I give myself permission to..."

EXAMPLES: I give myself permission to rest without guilt., I give myself permission to be present, not perfect.

I give myself permission to _____

I give myself permission to _____

I give myself permission to _____



5: DESIGNING YOUR BALANCED WEEK

Putting it all together.

Now that you've completed your energy audit, set your non-negotiables, and reflected on burnout and boundaries, it's time to design a week that supports the life you want to live.

Use the following grid to block your "core priorities" first * rest, family time, self-care * before scheduling work and commitments.

Day	Top Priority	Energy Refuel Activity	Non-Negotiable Protected Time
Monday	Focused work	Morning stretch	No evening emails
Tuesday	Family connection	Dinner with kids	Offline by 8 p.m.
Wednesday	Creativity	Design time	Midday walk
Thursday	Leadership	Mentorship call	Protected lunch
Friday	Wrap-up	Gratitude journaling	Early finish
Saturday	Recovery	Hike or rest	No work tasks
Sunday	Preparation	Meal prep & reset	Reflect and plan



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CLOSING REFLECTION:



Balance doesn't mean giving equal time to everything, it means giving the right energy to what matters most.

As women leading in this industry, your presence is your power. The more rested, aligned, and centered you are, the stronger your ripple effect becomes at work, at home, and within yourself.

“When I choose balance, I choose longevity in my health, my joy, and my leadership.”

Visit our past webinar page to view Crystal & Lisa's Work Life Balance presentation for more tips & Tricks paired with real life strategies



VISIT: <https://www.poolcouncil.ca/wis-past-webinars/>