

Hybrid Working Weekly Planner

Plan Your Week. Protect Your Wellbeing.

Hybrid working offers flexibility and freedom, but it can also blur the boundaries between work and personal life.

This planner is designed to help you stay organised, maintain healthy boundaries, and make time for the habits that support your wellbeing throughout the week.

My Working Pattern

Home Working Days

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

Notes:

Office Working Days

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

Notes:

Wellbeing Priorities

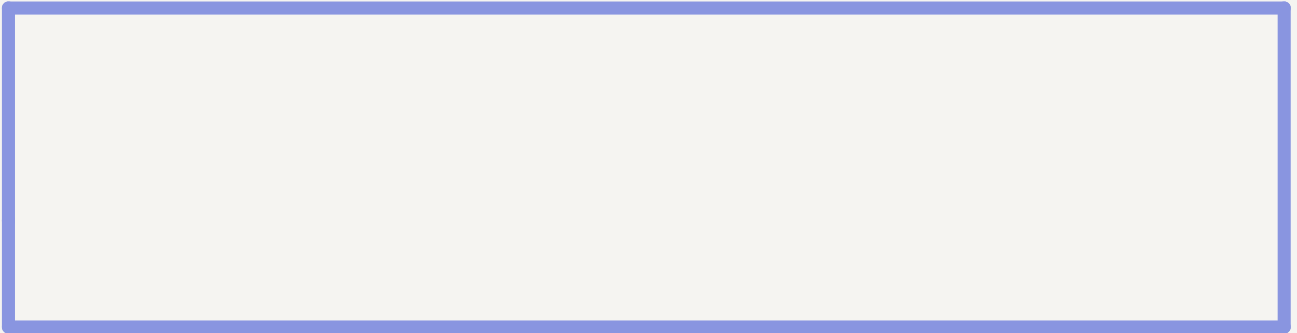
Regular Breaks

How will I make sure I take breaks this week?



Moving More

How will I include movement or exercise this week?



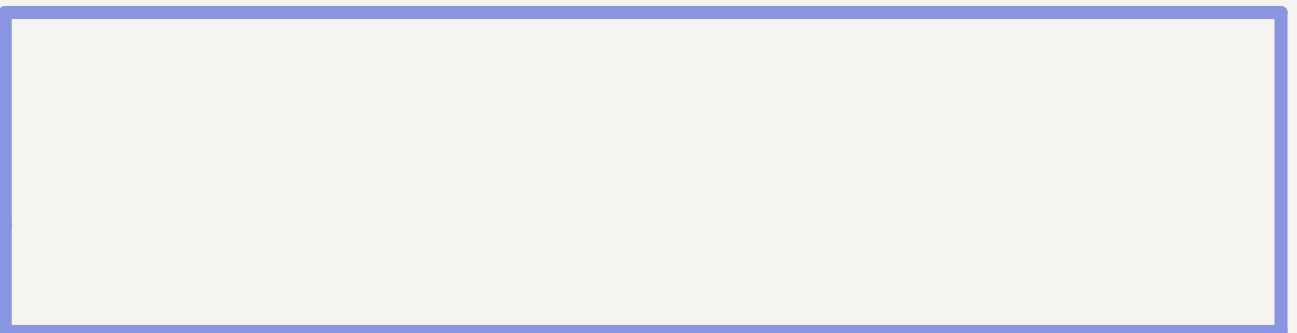
Staying Connected

Who will I intentionally connect with this week?



Lunch Breaks

How will I protect my lunch break?



Switching Off

What will help me clearly finish work each day?

My Top 3 Priorities

1.

2.

3.

One Boundary I Will Protect This Week

Examples:

- Finishing work on time
- Taking my lunch break
- Turning off notifications
- Protecting personal time

One Thing I Will Do For My Wellbeing

End-of-Week Reflection

What Worked Well This Week?

What Would I Like To Improve Next Week?

Overall Wellbeing This Week

Circle one:

1 2 3 4 5

Very Low → Very High

“

Remember:

Hybrid working works best when flexibility is balanced with structure, connection and healthy boundaries.

Small, consistent habits often have a bigger impact than major changes that are difficult to maintain.

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