iaap

WELLNESS & HARMONY SELF-CARE PLANNER

www.iaap-hq.org

INTRODUCTION

Welcome to your Wellness and Harmony Self-Care Planner, specially designed for administrative professionals. This planner shifts away from the traditional concept of "balance" (which often implies perfect equilibrium) and embraces "harmony" – the intentional integration of your professional and personal needs.

As an administrative professional, you manage countless demands, support others, and maintain numerous systems. This planner acknowledges your unique challenges and provides structures to support your wellbeing throughout each day, week, month, and quarter. By tracking energy flows, creating mindful moments, establishing healthy boundaries, and optimizing your workspace, you'll create more harmony in your professional life.

Remember: small, consistent actions create meaningful change. Use this planner as your companion in cultivating a harmonious approach to your wellbeing journey.

How to use this planner:

- **Daily Pages**: Track energy levels and schedule mindfulness moments
- **Weekly Assessment**: Review boundaries and stress management techniques
- **Monthly Check**: Evaluate your physical and digital workspace
- **Quarterly Goals**: Set professional development priorities that bring joy

Start with what feels most relevant. This planner is flexible—use it in ways that best support your wellbeing journey.

DAILY HARMONY TRACKER

Date: _____

Energy Flow Throughout the Day

Track your energy levels and identify patterns to create more harmonious workflows

Time	Energy Level (1-10)	Tasks/Activities	Notes
8-10am			
10-12pm			
12-2pm			
2-4pm			
4-6pm			

Mindfulness Moments

Schedule brief pauses to reconnect with yourself throughout the day

Morning intention setting (5 min): _____

Mid-morning breathing break (3 min): □

Lunch mindful eating practice (5 min): □

Afternoon sensory reset (2 min): □

End-of-day reflection (5 min): □

Today's Nourishment Plan

Food is fuel for body and mind - plan meals that support your energy

Breakfast: _____

Lunch: _____

Snacks: _____

Dinner: _____

Water intake goal: _____ glasses □□□□□□□□

WEEKLY HARMONY ASSESSMENT

Week of: _____

Professional & Personal Integration

Rather than separating work and life, how can they complement each other?

Areas where my professional skills enhance my personal life:

Areas where my personal interests bring creativity to my work:

Boundary Reflection

Healthy boundaries create space for both connection and restoration

Boundary Area	Current Status	Adjustment Needed	Action Step
Email/messages			
Meeting times			
Task management			

Boundary Area	Current Status	Adjustment Needed	Action Step
Workspace			
After-hours contact			

Stress Harmony Techniques

Check techniques that helped restore your sense of harmony this week

□ Deep breathing exercises

□ Progressive muscle relaxation

□ Guided visualization

□ Walking meditation

□ Journaling

□ Movement/stretching

□ Creative expression

□ Social connection

□ Nature immersion

□ Digital detox

Other techniques that worked: _____

MONTHLY ERGONOMIC HARMONY ASSESSMENT

Month: _____

Physical Workspace Harmony

Your environment should support your physical wellbeing

Element	Ideal Position	Current Status	Adjustment Needed
Chair height	Feet flat on floor, knees at 90°		
Monitor position	Arms length away, top at eye level		
Keyboard & mouse	Elbows at 90°, wrists neutral		
Lighting	Adequate, no glare or shadows		

Element	Ideal Position	Current Status	Adjustment Needed
Background noise	Minimal or pleasant sounds		
Visual elements	Calming, organized view		

Digital Workspace Harmony

Create digital environments that reduce stress and enhance focus

□ Email folders organized
□ Notification settings optimized
□ Desktop organized
□ Files systematically named
□ Digital calendar includes breaks
□ Screen settings adjusted for eye comfort

Environmental Enhancements

Small additions that create more harmony in your workspace

□ Plant or natural element
□ Personal photo or meaningful item
□ Adequate water access
□ Healthy snack station
□ Sensory tool (stress ball, fidget item)
□ Standing/movement option

QUARTERLY PROFESSIONAL HARMONY GOALS

Quarter: _____

Skills Development That Brings Joy

Which professional skills would be both useful and enjoyable to develop?

1. _____
2. _____
3. _____

Energy-Giving Projects

Identify work projects that align with your strengths and interests

1. _____
2. _____
3. _____

Communication & Connection Harmony

Building meaningful professional relationships while honoring your needs

Colleagues I want to connect more meaningfully with:

_____

_____

_____

Ways I can better communicate my needs at work:

_____

_____

_____

REFLECTION SPACE

What brought me a sense of harmony today?

_____

_____

Where did I experience disharmony, and what might help restore balance?

_____

One small adjustment I can make tomorrow:

"Harmony is not the absence of challenges, but the ability to flow with them while staying connected to what matters most."