



School, Work & Life Balance

A simple planning tool for naming what is pulling on your time, choosing the next doable step, and asking for support when needed.

Important note

ACCESS provides non-crisis wellness navigation and support. In an emergency, call 911. For mental health crisis support, call or text 988.

What feels hard to balance right now?

Check anything that applies. You do not need to have everything figured out before asking for help.

☐

School workload

Assignments, classes, grades, studying, or deadlines feel heavy.

☐

Work schedule

Hours, transportation, job stress, or changing shifts are hard to manage.

☐

Family responsibilities

Caregiving, home tasks, or family expectations are taking energy.

☐

Sleep and rest

Your body or mind is not getting enough time to recover.

☐

Stress or motivation

You feel overwhelmed, stuck, anxious, or unsure where to start.

☐

Basic needs

Food, housing, money, coverage, documents, or transportation are affecting life balance.

Other notes

Basic Info

Use this page to capture the person's current context before making a plan.

Name / preferred name

Date

ACCESS Support Guide

Best contact method

School / program

Work / job

Preferred language

What is going well right now?

What feels hardest right now?

What would make this week feel more manageable?

Balance Areas

A quick check-in to see where support, planning, or referrals may help.

☐**Homework and studying**

Deadlines, focus, grades, tutoring, or study time.

☐**Class attendance**

Getting to school, staying enrolled, or keeping up with requirements.

☐**Work hours**

Shift conflicts, schedule changes, or workplace stress.

☐**Transportation**

Getting to school, work, appointments, or resource locations.

☐**Food and meals**

Meal planning, food access, or eating regularly during busy weeks.

☐**Health appointments**

Making, remembering, or getting to appointments.

☐**Relationships**

Friends, family, partners, coworkers, or conflict.

☐**Screen time**

Phones, social media, gaming, or online pressure interrupting rest or tasks.

☐**Home responsibilities**

Cleaning, chores, shared living expectations, or caregiving.

☐**Money stress**

Bills, supplies, work income, benefits, or unexpected costs.

Anything else affecting balance?

This Week's Plan

Pick a few important commitments and identify where support can make the week easier.

Key commitments for this week

Commitment	Must-do	Support needed	Notes

Things I can simplify, postpone, or ask for help with

Support that would help this week

Support Plan

Turn the check-in into a few clear next steps and a follow-up point.

Next steps

Next step	Who can help	By when	Notes

One small action I can take today

Follow-up reminder or appointment notes

If I start feeling overwhelmed, I can

Balance reminder

Balance does not mean doing everything. It means choosing the next doable step and getting support where possible.