

# Quick Win

## The FLOW Framework For Work-Life Balance

### F – FORECAST YOUR WORK CYCLES

Goal: Stop being surprised by late nights.

1. List your predictable busy periods (month-end, forecast, board prep, budget).
2. For each, identify the 3–5 “Red Zone” days you always work late.
3. Mark those days clearly on your calendar in advance.
4. Decide what automatically does not happen during Red Zone days.

### L – LINE UP YOUR LIFE

Goal: Protect family time by planning around reality.

1. Pick one daily family anchor (dinner, pickup, bedtime, walk).
2. Block that time on your calendar for the next four weeks.
3. Create a simple “close week plan” (easy meals, fewer commitments).
4. Lower expectations everywhere except your family anchor.

### O – OWN YOUR BOUNDARIES

Goal: End the “just one more thing” cycle.

1. Choose a realistic evening cutoff time (example: 7:30 p.m.).
2. Define what qualifies as true after-hours work (very little).
3. Use pre-written scripts to defer work (“First thing tomorrow”).
4. Save those scripts as Outlook templates or Quick Steps.

### W – WORK YOUR DOWNTIME

Goal: Make the next busy period easier than the last.

1. Keep a short list of things that slowed you down during close.
2. After close, pick one item from the list to fix.
3. Automate or simplify it using Excel, Power Query, or AI.
4. Save the solution so it’s reusable next month.

	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Quarter-End	■			■			■			■		
Annual Budget									■	■	■	■
Forecast			■			■			■			
Vacations					■		■					■
Slow-Down Period		■			■			■				■