

# One Simple Thing worksheet

**What is it?** One Simple Thing is something you and your manager agree to that will improve your own well-being and work-life flexibility. The idea is that by sharing goals with your manager and your team, you will all agree to support one another's goals.

**Some ground rules:**

- Team members should come up with their own goals.
- The goal should not be work-related.
- Ask your manager to check in with you regularly and make sure you're meeting your personal goal.
- Share it with others – team members, friends, family – who can keep you accountable. Better yet, ask others what their One Simple Thing is and post them publicly.
- Create a time frame for your goal.

**Examples:**

- "I will take a one hour break three times a week to work out."
- "I will leave the office by 5 pm to be able to play with my daughter before bed."
- "I will not read emails on the weekends."
- "I will disconnect on a one-week vacation this quarter."

For my One Simple Thing, I will...