

# Lifestyle Change: Retirement and An Ageing Workforce

## Circle of life retirement planning template and how-to guide

When an employee is starting to think about planning their retirement, the Circle of Life is a great tool to get them started. The Circle of Life helps staff understand the balance of their time as it is now and reflect on how satisfied they are in each of the different areas of their life. Planning and being intentional with how they use their time are key to finding the balance. Using this tool is a simple, visual way to figure out what people would like their life to look like going forward and into retirement.

There are 16 segments in your Circle of Life. Select and shade in the number of segments that best portrays what life will look like for you during your retirement years. You can choose more than one segment for just one activity.

As an example only, you might want to choose one or more of the following selected activities, using the associated codes within your Circle of Life:

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## Instructions for your staff on how to use the Circle of Life template:

1. Build your own Circle of Life is simple. The first step is to create your sections which each represent an area of your life. Think about the different areas that make up your life; they might look different to your friends' or family. The great thing about this tool is how customisable it is to your own life. Some ideas of sections you may want to include are: Relationships, Travel, Physical Health, Mental Health, Work, Volunteering, Recreation. Be as brief or detailed as you like!
2. Draw the shape symbol in each section according to how fulfilled you feel in that area, with the centre of the points being 0% fulfilment, and the outer edges being 100%. After you have plotted all your dots, join them together to create a circle (it's ok if it doesn't look like a circle, each person's will look unique).
3. Reflect on your Circle and decide what you would like the balance of your life to look like. This will give you a good idea of how to spend your time going forward into retirement.

- \$ Employment / Business
- 😊 Exercise / Sport
- ♥ Time with Family / Friends
- Courses / Training
- Travel
- 🎵 Hobbies / Leisure interests
- Volunteer work
- + Association / Club Activities

