



WORK/LIFE BALANCE: THE KEY TO REAL SUCCESS

Part 1 of 2 (90 minutes each session)

Please note:

When you sign on for this online session, please have at least 3 colored pencils, colored markers, or crayons (3 or more different colors) at your disposal, along with your handouts 😊

HOW STRESSED ARE YOU?

	NEVER			OFTEN
	1	2	3	4 5
1. I'm frequently late or missing appointments.	1	2	3	4 5
2. My emotions are near the surface - anger or tears come easily.	1	2	3	4 5
3. I feel that others control my time.	1	2	3	4 5
4. I find myself engaging in mental arguments with my employer, family, or others.	1	2	3	4 5
5. I feel like I'm always with people, rarely alone.	1	2	3	4 5
6. I wonder when I'm going to get around to what I really want to do.	1	2	3	4 5
7. I feel tired emotionally, physically, or spiritually.	1	2	3	4 5
8. On my day off, I feel compelled to return to the job to finish work (or bring work home).	1	2	3	4 5
9. If in a relationship, we seem too busy or tired for romance.	1	2	3	4 5
10. I think "grass is greener" thoughts about my job.	1	2	3	4 5
11. I seek escapes (food, sleep, TV, video games, social media, etc.)	1	2	3	4 5
12. I seem to rush from one thing to the next and always feel busy.	1	2	3	4 5
13. I'm not sleeping well.	1	2	3	4 5
14. I'm overly concerned with finances.	1	2	3	4 5
15. I don't have time to maintain my most important relationships.	1	2	3	4 5
16. I'm always busy but wonder if I'm doing the important things.	1	2	3	4 5
17. I'm dealing with stressful external circumstances. (impending marriage, birth of baby, etc.)	1	2	3	4 5

Are you investing in YOU, Inc.?

When is the last time you made time for YOU? Not work-related, not spouse-related, not parent-related, not child-related, not friend-related, just simply time for you.... Are you in your plan for work/life balance at all? Answer the following questions to see how you value time for yourself.

T=True

F=False

- _____1) I'm usually so exhausted at the end of the week that scheduling time for myself just seems like another "job."
- _____2) Every hour of my week is accounted for. There is no time slot when I have nothing scheduled.
- _____3) At times, I resent my spouse, children, friends, or employer because their needs always seem to come before mine, making my needs last on the list.
- _____4) I feel like I'm wasting my time if I'm not "accomplishing" something with it.
- _____5) I would be anxious if I had an unexpected day to myself, free from responsibilities to others.
- _____6) I feel guilty if I spend time on myself, thinking that my family or job needs attention more.
- _____7) I don't really know who I am as an individual anymore. I usually think of myself in terms of my responsibilities to others.
- _____8) I can't remember what I used to do for fun.
- _____9) The activities of my life make me feel depleted, not refreshed or rejuvenated.
- _____10) I can't remember the last time I felt relaxed, rested, calm, and re-energized for the next day.

Each "true" response puts up a **red flag** that you need to find a way to incorporate "you" time into your life. If your "well" is constantly dry, your ability to nurture other relationships or perform well at your job will be seriously affected. This effort should be permanently written at the top of your "to-do" list.

"If it's to be, it's up to me."

ARE YOU AFFLICTED WITH "HURRY DISEASE"?

Do the following statements describe you? If any of these statements feel like they were written just for you, **S L O W D O W N**. Answer "**Y**" for yes, "**N**" for No.

"Crowding a life does not always enrich it." Anonymous

- _____1) Do you drum your fingers impatiently or glance frequently at your watch to signal your irritation with having to wait?
- _____2) Do you finish others' sentences and rush ahead of the story to guess the ending, never really hearing the message because you are already elsewhere?
- _____3) Do you skip breakfast or lunch to "save time," or eat on the go?
- _____4) Do you rush to be first whether you need to be or not?

- _____5) Do you press forward, inch by inch, bumper to bumper, in gridlock traffic, incensed if anyone cuts ahead of you, even though your life won't be changed by the five minutes (or less!) you might have "saved"?
- _____6) Are your children's schedules as packed full as yours, with soccer practice, after-school clubs, computer camp, dance lessons, etc.?
- _____7) Do you "seethe" inwardly when you get behind someone who is browsing in the middle of the aisle at the supermarket?
- _____8) Do you avoid "two-lane roads" when possible, because you know you may not be able to pass those who aren't going fast enough?
- _____9) Do you have to do projects, or parts of projects, over because you were in too much of a hurry to follow instructions?

WHAT ARE SOME COSTS OF AN UNBALANCED LIFE?

Of the 5 issues listed, which ONE affects you the most when your life is out of balance?

- 1) health issues
- 2) addictions (phone, social media, food, chocolate, coffee, alcohol, drugs, shopping, TV, video games, computer, etc.)
- 3) relationship issues
- 4) financial issues
- 5) work issues

*which all lead to MORE **S**tress*

Why should you bother to "manage stress" and try to achieve balance in your life?

- 1) *Better relationships*
- 2) *Better health*
- 3) *More focus*
- 4) *More fun ☺*

Notes to self: Information is not transformation!

ARE YOU OUT OF CONTROL??

Many of us are frustrated by our “lack of control” over what is happening in our lives; if we give it careful thought, however, we’ll find that our level of control is much higher than we give ourselves credit for!

We all, at some point, experience times of major stress, when certain events or situations truly are uncontrollable; we also deal, daily, with “minor stressors” – things that we can control, if only we can recognize them – and **choose** to do something about them ...

Put a checkmark next to the items in this list that you believe might be “time-robbers” in your life:

- | | | |
|---|--|--|
| * <input type="checkbox"/> Messy workspace | <input type="checkbox"/> Long phone calls or texts | <input type="checkbox"/> Insufficient planning |
| <input type="checkbox"/> Messy home | * <input type="checkbox"/> Excessive socializing | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Messy desktop | <input type="checkbox"/> Rely only on memory | <input type="checkbox"/> Carelessness |
| <input type="checkbox"/> Procrastination | <input type="checkbox"/> Tend to do too much | <input type="checkbox"/> Preoccupied |
| * <input type="checkbox"/> Lack of discipline | * <input type="checkbox"/> Distractions | <input type="checkbox"/> Poor communication |
| <input type="checkbox"/> Resistance to change | <input type="checkbox"/> Waiting for answers | * <input type="checkbox"/> Perfectionism |
| <input type="checkbox"/> Unexpected visitors | <input type="checkbox"/> Equipment failure | * <input type="checkbox"/> Failure to listen |
| <input type="checkbox"/> Telephone tag | <input type="checkbox"/> Others’ mistakes | * <input type="checkbox"/> Internet/email/social media |
| * <input type="checkbox"/> “Busy” work | <input type="checkbox"/> TV | <input type="checkbox"/> Video games |

Look at the above list again. Note the checkmarks showing “minor stressors” that may be robbing you of precious time. **Circle any checked item** over which you have at least some control. Now, the most crucial step, mark those circled items as follows:

E = eliminate or **R** = reduce

What did you discover? Remember, information is not transformation!

“Are you REACTING to life or CREATING it?? Notice the letters are the same, but the difference can be life-changing!”

LET'S GET PERSONAL

Some things cause us stress, while others simply waste time...which in turn, often causes stress. Following is a list of some "events" that may or may not cause you stress – or waste your time. For each item, assign a number from 1 to 5, indicating your degree of control. (If an item doesn't apply, leave blank.) At the bottom of the typed list are additional lines for other "life events" or activities that you recognize as causing you some stress. List those events and assign a number to them as well.

1 – no control at all

5 = total control

EVENT

DEGREE OF CONTROL

How much time I spend watching TV

The type of TV programming I watch

What I wear

Length of daily commute

Relationship with my boss

Time I get out of bed

What I eat

Relationship with my spouse/significant other

Time I eat lunch

Traffic on commute home

What I'll do tonight after work

Personal obligations/appointments

My physical fitness

How much time I spend "worrying"

Time spent on social media

Time spent on cell phone

What I read

What else CAN I control?

- What I _____
- What I _____
- What I _____
- My _____
- The people _____
- My basic _____
- The environment I _____
- My _____
- My _____
- My _____

DETERMINING YOUR LIFE PRIORITIES

- | | |
|-------------------------------|-----------------------------|
| 1. Spouse/Significant other | 19. Leadership |
| 2. Children and family | 20. Pleasure |
| 3. Satisfaction in occupation | 21. Self-control |
| 4. Financial security | 22. "Life experiences" |
| 5. Independence | 23. Generosity |
| 6. Health & fitness | 24. Loyalty |
| 7. Taking responsibility | 25. Humility |
| 8. Spirituality/religion | 26. Understanding |
| 9. Organization | 27. Inner harmony |
| 10. Self-respect | 28. Service to others |
| 11. Education/learning | 29. Self-esteem |
| 12. Intelligence & wisdom | 30. Peace in my life |
| 13. Assertiveness | 31. Beauty |
| 14. Courage | 32. Quality of Life |
| 15. Equality | 33. Creativity |
| 16. Ambition | 34. Honesty/integrity |
| 17. Being capable | 35. Forgiveness |
| 18. Friendship | 36. Sense of accomplishment |

Other life priorities: _____

PASSION INDEX

Follow the instructions on the slides to complete your Passion Index. As you review the items on page 6 (and any other priorities you listed that you may have in your own life), think about **your top 3 priorities**. Then complete your "index" as instructed:

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I am in the driver's seat...

What is stopping **ME** from **taking control** of my life?

Am I ready to make a change? _____

What will I do differently?

What **priority in my life** is not getting enough of my time or attention?

What is **one thing that is taking up the time** I could be giving to that priority?

How can I **reduce or eliminate the time taken by that "one thing"**?

What **will** I do differently?

W.H.Y. ?? _____
