

Work/Life Balance: The Key to Real Success

Part 2 of 2 (90 minutes each session)

JUST SAY NO!

- 1) To achieve work/life balance, you have to _____ yourself, personally and professionally.
- 2) Don't get caught up in _____.
- 3) Release yourself from the need to be _____.
- 4) Let go of _____ that someone else can do, OR that don't need doing!
What can I delegate or hire someone to do? _____

- 5) Stop and ask yourself questions – _____ am I doing this?
What do I want to _____ by doing this?
- 6) Don't let _____ be the answer to why you commit to something.
- 7) Stop _____ yourself to others.
- 8) Often, the person I need to learn to say "no" to is _____.

What are other areas you need to say "no" in?

- * quit using – or abusing – tobacco, alcohol, caffeine, food
- * quit procrastinating
- * quit putting up with negative relationships
- * quit volunteer work that doesn't bring you real joy
- * quit feeling miserable for yourself and being miserable about "stuff" you can't control
- * quit trying to be everything, do everything, and have everything

We often think we don't have the freedom to choose. Sometimes, we simply haven't yet decided to make our own choices.

Are my decisions based on:

shoulds? _____ pleasing others? _____ fear? _____ habit? _____

...or do I **own** my power to choose and decide on the basis of:

my desire? _____ my needs? _____ being me? _____

"The trouble with the rat race is that even if you win, you're still a rat." Lily Tomlin



Notes to self ☺...

Simple Steps to Achieving More Balance

Sometimes the struggle we have with balance in our lives is a result of how we think – how we think determines the choices we make...those choices often ***determine whether we have balance in our lives.***

Feed the Right Wolf...



Two Wolves

One evening an old Cherokee told his grandson about a battle that goes on inside people. He said,

"My son, the battle is between two wolves inside us all. One is Evil - It is anger, envy, jealousy, sorrow, regret, greed, arrogance, self-pity, guilt, resentment, inferiority, lies, false pride, superiority, and ego.

The other is Good - It is joy, peace, love, hope, serenity, humility, kindness, benevolence, empathy, generosity, truth, compassion and faith."

The grandson thought about it for a minute and then asked his grandfather: "Which wolf wins?"

The old Cherokee simply replied, "The one you feed."

- Native American Cherokee Story

The same could be said about how we react to the “imbalance” in our lives.

Which wolf are you feeding? _____



The Time of My Life

In the space below, is a timeline of your life. Your birth is symbolized on the left; jot down that date beside the word "Birth." On the right, note the age until which you believe you'll be active. Then make a mark where your life is **NOW** and note your current age. In the "future," mark the **Life Priorities** you will commit to focusing on...

Birth

Example:

Birth 09/24/63

56

87





URGENT: calling for immediate attention

VITAL: tending to renew or refresh the living

	<u>URGENT?</u>	<u>VITAL?</u>
Time with the kids	_____	_____
More reading	_____	_____
Leisure time	_____	_____
Improve on hobby	_____	_____
Ringing phone	_____	_____
Paying bills	_____	_____
Meaningful conversation with spouse/sig. other	_____	_____
Mowing the lawn	_____	_____
Sleep	_____	_____

HOW CAN YOU INJECT THE VITAL WITH A SENSE OF URGENCY??

- 1) Know what's _____ to **YOU**.
- 2) To achieve your version of balance, you need to know who or what needs to be a _____ right **now**.
- 3) _____ what you can.
- 4) Decide _____ how you will find time for the vital.

Remember...

It's easy to say you value your family – or someone or something – above anything else...when you look at your calendar (and maybe your checkbook?), the

_____ may indicate otherwise. To make a change requires constant attention...a plan. **You** have to determine what's most important, and within one month, make sure your calendar and checkbook reflect your choice.

Live from _____ expectations, not those of others.

At some level, in some way, you have decided to _____, _____, or _____ at least some of the stresses in your life...yes, **YOU!**

SIMPLE STEPS TO A MORE BALANCED LIFE

- 1) Understand that balance doesn't necessarily mean _____.
- 2) Recognize that work/life balance is a _____.
- 3) Acknowledge that _____.
- 4) Your ideal work/life balance will _____.
- 5) _____ your time. What's necessary? What do you enjoy?
- 6) Use _____.
- 7) _____ to say no.
- 8) Find something that _____ you.
- 9) True balance will _____.
- 10) As you ponder work/life balance, ask yourself, "what does the _____ look like to me?"
- 11) Manage your _____ while you manage your time.
- 12) Use _____ to gain and "see" control.

- 13) Don't just wait for _____ time.
- 14) Consider that _____ is meant to improve your life, not drain it.
- 15) Protect your _____.
- 16) Make a conscious effort to _____ daily.
- 17) Commit to the idea that "free time" doesn't always mean _____.
- 18) Work ahead to help create _____.
- 19) Build a _____ with co-workers.
- 20) Set _____ for others.

ADDITIONAL STEPS TO A MORE BALANCED LIFE...

"It may be time to quit 'life' and start living - life is what you get when you're born – living is what you do with it!"

*There are many other ways that can help you achieve more balance in your life. Circle one or two that you **know you will follow through on**, then gradually add more – you **WILL** regain your balance!*

DO:

1. get plenty of sleep ←
2. drink lots of water ←
3. smile ←
4. budget ←
5. keep growing – speak in public, learn something new ←
6. keep relationships alive – yes, this takes work!
7. volunteer for something that brings real joy
8. listen to the "still, small voice within," not "the committee" ←
9. learn the difference between excellence and perfection
10. let someone else drive

11. drive in the slow lane
12. let someone go ahead of you in line
13. let someone else pick the restaurant
14. talk less, listen better, and laugh more ←
15. apologize when you're wrong ←
16. play a game, without keeping score!
17. write down the details & save your mind for the big picture – your **PRIORITIES!**
18. let go of useless tasks ←
19. let go of your need to say "yes" to every request ← ← ← ← ← ← ←
20. let go of some meetings ←

21. let go of interruptions
22. let go of the clutter ←
23. let go of "fire fighting"
24. keep only cheerful friends – the grouches pull you down, so spend time with the "YouBet" people, not the "YeahBut" people ← ← ← ← ← ←
25. enjoy the simple things ←



26. laugh often, long, and loud – laugh until you gasp for breath and tears are streaming down your cheeks. Laugh so much that people stop to see who's having so much fun! ←
27. surround yourself with what you love, whether it's family, pets, keepsakes, music, plants, hobbies, photos..... ←
28. cherish your health – if it's good, preserve it; if it's not so good, improve it; if it's beyond what you can improve, get help. If you don't take time for health and fitness today, you'll have to take time for sickness & illness tomorrow. ←
29. keep your lunchtime personal ←
30. think twice about big-ticket purchases – how many hours will you have to work to pay for it? ←

31. wake up slowly
32. under-plan first thing in the morning
33. leave work on time
34. learn not to rush to relax
35. let the day go, so the sleep can come
36. take 5-minute breaks throughout the day – breathe, walk, relax
37. arrive 10 minutes early for every work and personal appointment – **own your time** ←
38. less ←
39. nothing ←
40. one thing at a time ←

41. something for someone else – without expecting anything in return
42. keep your workspace clean
43. manage yourself, because you really can't manage time
44. reward yourself for your achievements
45. turn off the TV
46. schedule a "date" – with your spouse, significant other, kids, friend ←
47. create a sanctuary
48. look around and realize what you have to be thankful for
49. live beneath your means
50. resign from any organizations whose meetings you dread ←

51. learn to live with less information – stop watching the news and cancel half of your magazine subscriptions ←
52. keep asking "Will this simplify my life?" If the answer is no, **don't do it!** ←
53. recognize the difference between the things you can control and the things you cannot. Stop stressing about the things you have no control over. ←
54. give sincere compliments
55. think positive
56. read
57. take mini-vacations ← ← ← ← ← ←
58. eliminate your "tolerations" ← ← ← ← ← ←
59. forgive
60. get some natural light every day – rain or shine

61. take a nap
62. recognize that you can control more than you think ←
63. accept others as they are – how many people have you changed? ←
64. attend a cultural event, visit a museum, take a class for **fun**
65. take off the cape ←
66. LOSE the negativity and anger
67. pet the cat
68. play Frisbee with the dog
69. take a "snow day" in July – or January ☺
70. indulge occasionally

- 71. dig in the dirt
- 72. make sure there is **white space** in your calendar
- 73. make time for activities **you** enjoy

74. _____



DON'T:

- 1. add an activity without deleting one ←
- 2. answer the phone ←
- 3. accept an invitation to a party you know you won't enjoy ←
- 4. make the bed ←

- 5. do what you "should" do, do what will fit your life priorities
- 6. procrastinate
- 7. stay connected to your work 24/7/365
- 8. add "stuff" without getting rid of something

9. _____

and last, but **NOT LEAST...**

...Don't try to SOLVE the imbalance problem by becoming even more unbalanced!



What is Success?

To laugh often and much;
 To win the respect of intelligent people and the affection of children;
 to earn the appreciation of honest critics and endure the betrayal of false friends;
 To appreciate beauty;
 To find the best in others;
 To leave the world a bit better, whether by a healthy child, a garden patch
 or a redeemed social condition;
 To know even one life has breathed easier because you have lived;
 This is to have succeeded. Ralph Waldo Emerson

My definition of success is: _____

IT'S MY CHOICE

This is what I will do differently because of what I've learned today:

1) _____

2) _____
