

FINDING BALANCE

Balancing Family Time

- Do not bring work home with you
- Be deliberate with your time with family
- Set up times to be together
- Have an activity planned to take pressure off
- Turn off the electronics and focus on one another
- Schedule the time if needed.
- Know when you do not have time for family events to protect your personal space.
- Have limits for family members who do not bring you peace and happiness.
- Attend the important events and celebrations.

Balancing Your Relationships

- Make time for friends
- Plan out an activity to do
- Do not get too busy for others in your life.
- Set up date nights and other activities
- Try something new with friends
- Put yourself out there to meet new people
- Plan playdates for you and the kids
- Have time out as adults too
  - Foster relationships that will last, even after the kids
  - Go do something for just adults
- Try game nights or the movie
- Meet at a park
- Have someone meaningful to discuss things with

Balance Your Wellness

- Take time to workout
- Meal plan
- Make healthy meals
- Cut out the unhealthy foods
- Consider meditation to relax
- Do something that you enjoy
- Be more active during the day.
- Take time to relax to unwind
- Get enough sleep
  - Set a routine for bedtime and waking up
  - Do not use social media when going to bed
  - Make the room nice and quiet at night
  - Stick with your schedule, even on the weekends
  - Try aromatherapy to help with sleeping

Don't Forget To Act

- Take the right actions to make things happen
- Schedule the time to get things done
  - Thinking is not enough
  - Talking is not enough
- Make a plan and put it into action.

Know What Matters

- Figure out your values
- Know what matters the most to you
- What made you happy last?
- Figure out what made you proud
- Find out what you like to do.
- Determine your top values
- Find out when you were satisfied and fulfilled
- Reaffirm your values
- Figure out the most important values
- Do not worry about the values of someone else.

Balancing Your Work

- Learn time management skills
- Learn how to say no to make your time more valuable
- Leave work at the office
- Have a separation of home time and work time
- Minimize distractions to get more done
- Look into flexible work schedules.
- Have family time and work time
  - This makes your time more valuable and prevents overscheduling.

Balancing Your Hobbies And Passions

- Find what your hobbies are
- Make time for them
- Take a class to learn something new
- Do it a little bit each day or each week
- Don't put it off for other things
- Try out new things
- Do something out of your comfort zone
- Do something with friends

Put it All Together

- Start out small
- Do things one day at a time.
- Know when it is fine to tell others no
- Take time to breathe
- Stop adding more activities when you are stressed.
- Look at time management techniques
  - Do not check email first thing in the morning
  - Find what distracts you the most when it comes to work
  - Turn off the electronics
  - Pick the best time of day for you to be productive
  - Try the Pomodoro method to get work done quickly.
  - Divide up your day to be productive
  - Do not talk to others until work is done
  - Schedule what is the most important
- Learn your organizational pattern
- Work on one value at a time.

# **FINDING BALANCE**

## **1. Know What Matters**

- 1.1. Figure out your values
- 1.2. Know what matters the most to you
- 1.3. What made you happy last?
- 1.4. Figure out what made you proud
- 1.5. Find out what you like to do.
- 1.6. Determine your top values
- 1.7. Find out when you were satisfied and fulfilled
- 1.8. Reaffirm your values
- 1.9. Figure out the most important values
- 1.10. Do not worry about the values of someone else.

## **2. Balancing Your Work**

- 2.1. Learn time management skills
- 2.2. Learn how to say no to make your time more valuable
- 2.3. Leave work at the office
- 2.4. Have a separation of home time and work time
- 2.5. Minimize distractions to get more done
- 2.6. Look into flexible work schedules.
- 2.7. Have family time and work time
  - 2.7.1. This makes your time more valuable and prevents overscheduling.

## **3. Balancing Your Hobbies And Passions**

- 3.1. Find what your hobbies are
- 3.2. Make time for them
- 3.3. Take a class to learn something new

3.4. Do it a little bit each day or each week

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## **4. Put It All Together**

4.1. Start out small

4.2. Do things one day at a time.

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4.6.8. Schedule what is the most important

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## **5. Don't Forget To Act**

5.1. Take the right actions to make things happen

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- 5.3. Thinking is not enough
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## **6. Balance Your Wellness**

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## **7. Balancing Your Relationships**

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## **8. Balancing Family Time**

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