

# FINDING BALANCE

A photograph of a tree with bright yellow autumn leaves growing out of a dark, mossy rock that is partially submerged in a calm, blue lake. The tree's reflection is visible in the water. The background is a soft, out-of-focus blue.

CHECKLIST

### ☐ **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 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

### ☐ **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

### ☐ **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.

### ☐ **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.

