

FINDING BALANCE



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.

