

## ACHIEVING BALANCE



Balance is the fine art of meeting the various demands made on us by all the parts of our life by choosing judiciously how to spend our valuable time. Time is our most precious resource, for we cannot put it in the bank to withdraw at a later date.

We live in constant tension between the urgent and the important. We need to be able to set our priorities so that we can spend our time wisely, completing those important activities that do not necessarily need to be done now, yet being able to tend to those things that call for immediate action.

In order to accomplish this, you must take responsibility for your life, and actions, know what you want, then plan to get there!

To achieve balance, there are at least 4 steps you must take. Many authors have written books to give you an outline, what is important is to develop a plan for yourself and follow through!

### **Step One:**

Decide what is important to you. Really important. Like what you want in your obituary. If you don't know where you're going, you are never going to get there!

### **Step Two:**

Examine your life to see how the values and behaviors you decided were important are reflected in the daily reality of your life. If you say you want to value your family above all, yet never find the time to make it to the little league games, your actions don't match. Decide which is true – either return to Step one, or change your commitments. All this means is setting your priorities, and sticking to them. Commit to those activities that uphold what is important, and honor those commitments by keeping them.

### **Step Three:**

Shape your life to meet your priorities. Step down from those commitments that take you away from what you want. This may not happen overnight, but keep making progress. Weigh new opportunities against your main concerns – see if they are a good match. Only take on new obligations that fit with your plan and priorities.

### **Step Four:**

Evaluate. Pay attention to your life on a regular basis. Discourage those activities that conflict with your goals, and encourage those that support them. Be creative in seeking out supportive activities, and be aware of the danger of the tyranny of the urgent. Don't let it squeeze out the important.

\*Credit for these ideas must go to Stephen Covey in his fabulous book "The 7 Habits of Highly Effective People", and Charles Hummel in his powerful booklet "Freedom from Tyranny of the Urgent".

## Balancing Work & Family

Imagine it is your 100<sup>th</sup> birthday! You are surrounded by family and friends. What memories would you want to recall?

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What did you learn? Are you on your way to creating those memories? What 2 short-term goals will help you realize these dreams?

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4 components of physical health

1. Regular physical activity
2. Enough sleep
3. Eat healthy meals
4. Get regular checkups – medical & dental

4 components of mental health

1. Develop and enjoy hobbies
2. Take vacations
3. Go on outings with family and/or friends
4. Don't forget to laugh

Work –

What I get out of it:

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What I want out of it:

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Relationships –

Who is important?

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How do I show it?

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