

FINDING BALANCE

CHECKLIST

A photograph of a tree with vibrant yellow autumn leaves growing on a small, mossy island in a calm, teal-colored lake. The tree's reflection is visible in the water below. The background is a soft, out-of-focus blue and green gradient.

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.