

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
- 3.5. Don't put it off for other things
- 3.6. Try out new things
- 3.7. Do something out of your comfort zone
- 3.8. Do something with friends

4. Put It All Together

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

5. Don't Forget To Act

- 5.1. Take the right actions to make things happen
- 5.2. Schedule the time to get things done

- 5.3. Thinking is not enough
- 5.4. Talking is not enough
- 5.5. Make a plan and put it into action.

6. Balance Your Wellness

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

7. Balancing Your Relationships

- 7.1. Make time for friends
- 7.2. Plan out an activity to do
- 7.3. Do not get too busy for others in your life.
- 7.4. Set up date nights and other activities
- 7.5. Try something new with friends
- 7.6. Put yourself out there to meet new people

7.7. Plan playdates for you and the kids

7.8. Have time out as adults too

7.8.1. Foster relationships that will last, even after the kids

7.8.2. Go do something for just adults

7.9. Try game nights or the movie

7.10. Meet at a park

7.11. Have someone meaningful to discuss things with

8. Balancing Family Time

8.1. Do not bring work home with you

8.2. Be deliberate with your time with family

8.3. Set up times to be together

8.4. Have an activity planned to take pressure off

8.5. Turn off the electronics and focus on one another

8.6. Schedule the time if needed.

8.7. Know when you do not have time for family events to protect your personal space.

8.8. Have limits for family members who do not bring you peace and happiness.

8.9. Attend the important events and celebrations.