

## Help !!! My Life Is Out of Balance

My life is out of balance... or so it would seem  
Help me understand, what does that mean?

I'm hurried, I'm stressed, my energy is low,  
It seems my life is *always* on the "GO".  
I pray for a break...a little down time.  
But it seems to be something I can never find!

I'm juggling work, family, and other priorities  
And there never seems to be enough time for me.  
What can I do, what can I say ....  
To free up more time for me to *play* ?

I know, I know....I think I've got it now!  
I'll learn to say "no" and delegate ....that's how!  
I'll take a deep breath and get my values in line.  
I'll make better choices and make sure the priorities are mine.

I'll start to exercise and even eat right.  
That will keep my energy from morning to night.  
Now that I'm doing this, I've found my sense of humor again.  
This is beginning to look like a Win/Win.

My life is better balanced or so it would seem.  
And now I understand what life balance means!!!

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Help !!! My Life Is Out Of Balance.....

## 26 Tips To Get It Back!!!

*Take care of yourself...you are loved more than you will ever know!*

### 1. Attitude (make them "power surges" or "lightning bolts")

What you focus on is what you attract. Your attitude determines your outcome. If you whine and complain because your life is out of balance and you feel stressed, you will only be focused on the problem. Step back and take a good, honest look at your life. Where is it out of balance? Can you do anything about it? If so, what are you going to do (see energy break below). If not, change your attitude about the situation. Here are some examples of how you can change the way you talk to your self.

- I have more than enough energy to get through this day, week, month.
- I have more than enough time to get everything done.
- I am "energized"
- I am creative, I will find a way to get it done.

## Energy Break #1

1. Why I feel my life is out of balance \_\_\_\_\_

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2. What one thing can I change my "attitude" about \_\_\_\_\_

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Power Surge #2.... Be Present in the Moment...

When you hurry all the time, are preoccupied and just functioning.....you miss the answers. If you are always busy, you are not leaving time to really think, be creative, or be present in the moment. The solutions might be right in your face, but you will miss them.

Remember, there is a big difference between busy and productive. Be present with what you are doing. It will save you time in the long run and you might even enjoy what you are doing. Make it seem fun. Remember this great quote:

Yesterday is history,  
Tomorrow is a mystery,  
Today is a gift, that's why they call it the present! Unknown

## Power Surge #3..... Choices

Are you making the right choices? Do your choices support a quality life ?

If you made a choice not to buy that expensive suit, house, car, would you be able to save more money? Then maybe you would not have to work so hard. If you made a choice to exercise and plan for healthier meals, would you have more energy to get things done? If you made a choice to work on family relationships would your home be a happier place to live?

It is all about choices. If you find yourself complaining about something everyday, then maybe you need to make a better choice.

## Energy Break #2

One choice I can make to feel more balanced \_\_\_\_\_

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If you feel your life is out of balance because of what others have imposed on you, then give them choices. This is a time when being assertive (looking for a win/win) is a must. Make sure your facial expression is soft and your voice is kind.

Here are some options:

\* "Right now I am working on \_\_\_\_\_ and \_\_\_\_\_, what would you like me to put aside?"

\* "If I stop \_\_\_\_\_ to do \_\_\_\_\_, the risk is \_\_\_\_\_."

- "What I can do is \_\_\_\_\_."

- "I work better when I have more time to finish the projects. Would it be possible for you to get me the information sooner?"

Power Surge #4.... Keep Your Sense of Humor.....

Life is too short to get upset, angry all the time. It takes your valuable energy away. Life Balance is an on-going process. Enjoy the journey. Ask your "joy guide" to help you find humor in your frustration. Laughter is the best medicine!

Energy Break #3

Is there anything "humor" can do to relieve my stress \_\_\_\_\_

\_\_\_\_\_?

## Power Surge #5..... Gratitude

Be grateful that YOU ARE BUSY AND NOT BORED

Be grateful that you have a job.

Be grateful that you have friends

Be grateful that you have a sense of humor ☺

Gratitude is a choice and it takes your thoughts away from the "negatives" and focuses your energy on the "positives"!

## Energy Break #4

How many different ways can you change your attitude to an "Attitude of Gratitude"?

- 1.
- 2.
- 3.
- 4.

## Power Surge #6..... Values

Unless you are in touch with your values.....you will always be swimming "against the current." Is your life out of balance because you are living someone else's values? Please take time to think about this. Too often we accept others values and don't realize it.

Values are what drive your life. If you are not living your values, you will feel stressed and out of balanced .....

Here are a few suggestions, in the energy break you will have time to list your own.

- \* faith
- family
- friends
- health
- security
- respect
- financial rewards
- \*education
- \* feeling of accomplishment
- \* Creativity
- \* Intellectual growth
- \* Accuracy
- \* recognition
- \* Power
- \* Privacy
- \* Fun

## Energy Break # 5

List your 4 most important Values

- 1.
- 2.
- 3.
- 4.

Are you giving time to your top values ???? \_\_\_\_\_

## Power Surge # 7 Plan

Experts say for every hour you spend planning, you save three to four hours. Just think ...if you even had 2 to 3 hours more a week, wouldn't you feel more balanced?

Here are some planning suggestions:

Plan tomorrow the night before.....

- Before you leave the office in the eve, take a few minutes to put the most important tasks on your "to do" list.
- Before you go to bed, lay out what you are going to wear tomorrow.
- Make yourself a healthy salad or sandwich for lunch.

Plan next week one week in advance.....

- Not every detail of course, but do make sure you put the Important things on your calendar. For example, time to Exercise, time to be with family, time for self, time to Learn more about your computer, time for church, time To update your resume, time to sign up for that class etc.

Plan Monthly.....

- What needs to be done this month at work and at home?
- What can I be proactive about and start now, so I won't be In "crisis mode"?
- What big task can I break into smaller projects, so it won't Be so overwhelming?

## Power Surge #8 .....Prioritize

If you don't get your priorities in order, you will probably always do the easy things first. Then you may not have the time or the energy to do the most important things.

Put "First things First" then even if you don't get everything done, at least you will feel good about what you did get done. And you will be more apt to feel like today has been a successful day!

One question I have to ask my self on a regular basis for my work Priorities is: "Sue, is this generating revenue?" "Will I feel good when it is over?"

For my personal priorities: Do I feel good about this? Does it support my mission? Does it energize me?"

Priorities shift, so do this on a regular basis. When my boys were younger, they were my main priority, so, I chose a job that allowed me flexibility. I wanted to be at their school activities and sporting events. I wanted to enjoy them. I have no regrets and if you ask me what I am most proud of in my life, I would say Jon and Michael. I have loved every minute of my time with them and I am so proud of who they are and who they have become!

## Energy Break #6

List your priorities \_\_\_\_\_

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Now, compare them to your "values" list...are they congruent?

## Power Surge #9 Stop Procrastinating NOW !!!

Are the closets a mess?

Does the house need painting/ cleaning?

Is there clutter in your office?

Do you need to get your database in order?

Do you need to learn that software program?

Do you need to call someone from your past and say "hi" or "I forgive you"?

Just "Do it"!!! Make it a priority. Plan the time to do it and make it fun!

Is there someone you can get to help you?

Is there someone you can delegate it to or pay to do it?

What is your time worth on an hourly basis?

Remind yourself how good you will "feel" when it is done and let that energize you to "just do it"

## Energy Break #7

What one thing have you been procrastinating on that you can start NOW? \_\_\_\_\_

\_\_\_\_\_

Power Surge "10" .....Give up "perfectionism"

Do you have a habit of not starting things because you don't have the time to do them perfectly?

Perfectionism can lead to procrastination!

Do you waste time doing things over and over again because it isn't perfect enough?

If so, ask yourself...does this have to be perfect or is "good", good enough.

Is my "perfectionism" interfering with others progress?

If your answer was "no" to all of these questions, then good for you. Perfectionism is not what is keeping your life out of balance.

If your answer was yes to these questions, try this "energy break"

## Energy Break #8

Where can I "let go of perfectionism and be happy with good"?

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## Power Surge #11 .....Delegate

This is a process that is foreign to many. Many times I hear, "I don't have anyone to delegate to" or "I don't have the confidence or skills to delegate".... Do you really have to do it "All" yourself? Help others to learn and grow by teaching them new skills.

If you can't delegate.....negotiate. Remember, negotiate means a win/win and people will want to know "what is in it for them".

Here is an example:

You are behind at work and you ask someone (Helen) to help you out. Helen says she is sorry but she is really busy too. You take no for an answer and get upset because no one ever helps with anything about the office. Another option would be to negotiate. "Helen, I know you are busy. If you would help me with this deadline, I will help you catch up on what you had to put aside." Together you may get both done faster and you have made it a win/win. Remember, you will never know unless you ask. And what is the worst thing they can say?" You're right, the worst they can say is no. And are you any worse off than before you ask? No! You have nothing to lose by trying and maybe something to gain.

It might even work at home too. Divide the project into smaller projects that you can tackle together. Then you can spend quality family time together while getting things done. Help them see the "win" for them.

## Power Surge #12.....Just say "no"

What is the first word most of us learn??? Yes, it is "No". So why do some of us have so much trouble saying it when we are older? Do we feel guilty? Or do we like the sounds of those words... ""No one can do it as well as you", or "You are the best. What would I do without you"?

Are you getting your needs met? Do you like others depending on you? I'm not saying that is wrong, just be aware that if this is the case, your life probably will be a little out of balance. Then on a regular basis, check your attitude as you give in. Are you resenting it, wishing you could be somewhere else? If so, make note of those feelings and remember them the next time you need to say "no". I don't mean say no to everything and everyone, just the ones you feel hooked into.

I stopped volunteering my time all the time by telling people I don't have the time to give it 100% and since I don't want to let you or me down, I'm going to have to say no this time. It was hard at first, but it gets easier.

You can't give from an empty cup!

## Energy Break #8

List one thing or person that you need to say "No" to \_\_\_\_\_

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## Power Surge #13 .....Give Up The Guilt

This definitely ties into learning to say "no". Many of us were raised with guilt. Our "conditional" love depended on us doing the "right things". We were raised by parents (probably our mothers played this role more) who did not have good self-esteem. If you are a parent, there have probably been times (even at an unconscious level) that you have laid the "guilt" on your children. It is a rare occasion when that does not happen. We are only human, after all...we are not perfect.

Life is three to five times faster paced than it used to be and we have to learn to make choices. When your choices revolve around your values, it will be easier to "give up the guilt" and learn to say "no".

## Energy Break # 10

What "guilt" are you still leaving with that you need to  
"let go of ??" \_\_\_\_\_

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If you let go of it, would your life "feel" more balanced?\_\_\_\_\_

## Power Surge #14 ...Listen to your "self talk"

Listen to your self-talk. Do you hear yourself saying, "I don't want to do this", "I resent the fact that I have to do this", "If I didn't have to do \_\_\_\_\_, I would be able to do \_\_\_\_\_."

If you have heard this self-talk...what does it do to your energy level?

When your energy is low, you have a tendency to procrastinate, you take more time to accomplish things, and you feel over committed and out of balance.

Listen to your negative self-talk. Have you turned into a "whiner" or "winger" as they say in Australia?

Are you always saying "I can't get it all done", "I can't do it all!"

If so, what needs to change?

## Power Surge #15...Start a Happy File

This is also mentioned in my book because it is such a powerful process that it bears repeating. It is a great stress reducer, a great reminder to focus on the positives and a reminder that laughter is the best medicine.

It can be a file, a box, a big envelope...that is not important.

What is important, is that you fill it with things that make you smile or laugh or give you that "warm, fuzzy" feeling. It might be a joke clipped out of the paper, something someone said to you, a funny card someone sent to you, a note from someone special, a picture of family or friends. Use your imagination! Now, when you are feeling stressed or upset, open your Happy file and watch your energy change. It will not take long before you are feeling better and more focused on the positive. If you have young children, get them to start one now so that they learn ways to

turn bad days into good days. Teach them how to take responsibility for their own happiness.

## Power Surge #16...Stop interrupting yourself

I know interruptions are the biggest cause of frustration for most people. Attendees are always telling me "I could get it all done if it wasn't for \_(my boss, my co-worker my kids, etc\_\_\_\_\_What if you added yourself to the list? Do you ever interrupt yourself during the day? I thought so ☺. I usually get 95% " yes nods" when I ask that question and I think the other 5% are in denial. OK, I'll give 1% the benefit of the doubt. I know there are many people out there that are very organized and really stick to their schedule and I admire that. For the rest of us, if we are honest with ourselves, I think for whatever reason, there are many times during the day when we Interrupt ourselves because:

We don't like what we are doing

We don't know how to do what we are doing

We don't know where to start

We don't want to do what we are supposed to be doing

We have too much to do and we haven't prioritized

We are having problems focusing today

WE are tired

We don't like what we are doing

We had too much wine or beer last night,

We don't feel well

We don't like the weather

We don't have any energy

We don't like what we are doing

We have to go to the bathroom,

We need another cup of coffee

We \_\_\_\_\_

Power Surge #17...Clean up the clutter

This is by far the #1 clue to feeling more organized, therefore more balanced. I'm sure you have heard it before and it seems so basic. I resisted it at first too. My excuses were:

No time

It's not really that bad

I'll do it after I finish \_\_\_\_\_

I'll just stick it in the closet, under the bed, etc....no one will notice

No energy

I'll put it in this pile and I will remember where it is.

I'll do it tomorrow

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Now the pile stuff here

A messy desk signals confusion and confusion leads to procrastination.

Power Surge #18, 19, 20, 21,.....Robyn and Nanci

Power Surge #22.....Exercise your body and your mind

Power Surge #23.....Eat for Energy

Power Surge #24....Sleep/rest

Power Surge #25 ....Journal

Power Surge# 26.....Take a nice deep breath.....