

LIFE BALANCE WORKBOOK

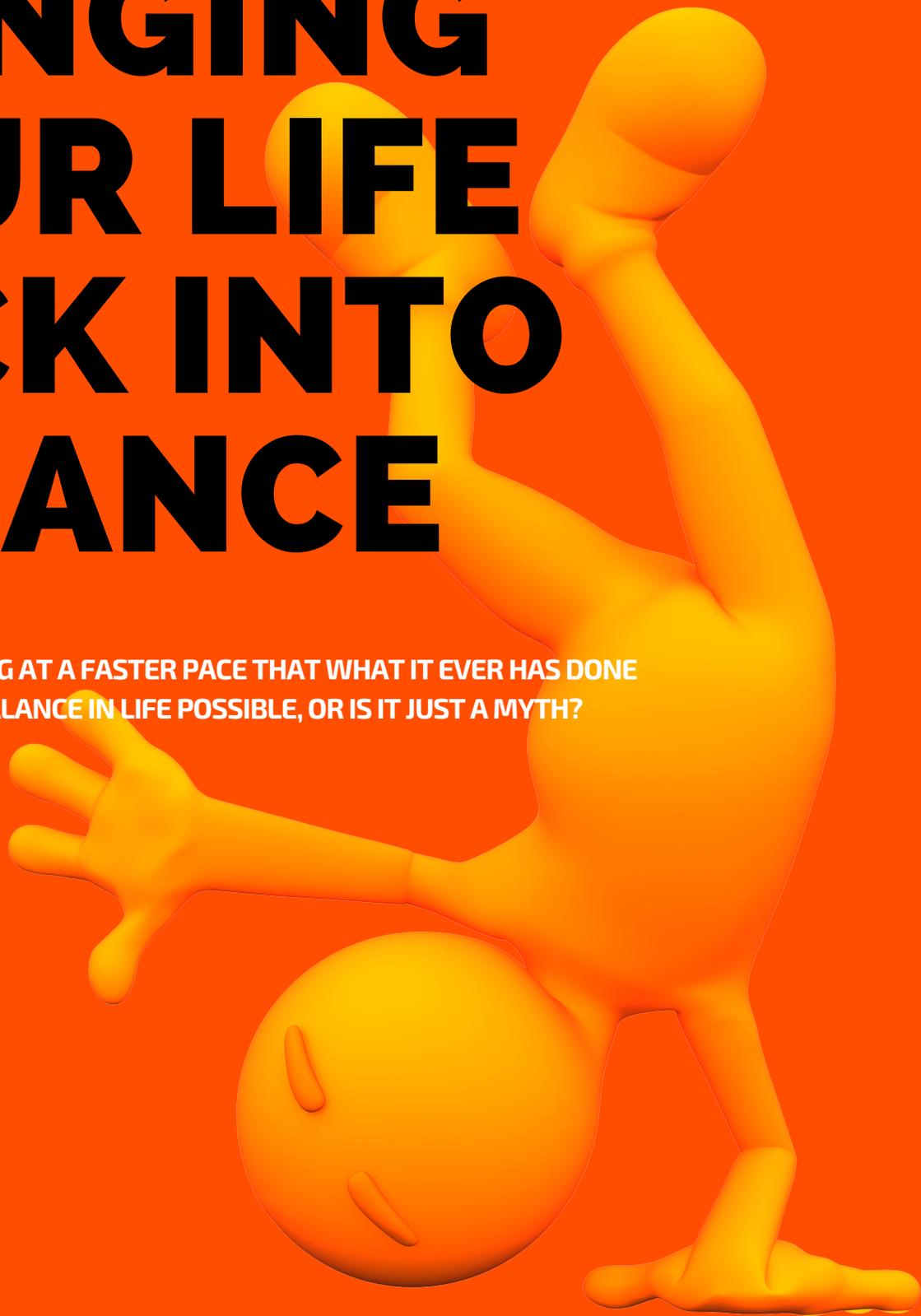
BALANCE

HOW TO ACHIEVE LIFE BALANCE
IN A WORLD THAT'S FOREVER
GETTING FASTER

⊕ A WORKBOOK FOR

BRINGING YOUR LIFE BACK INTO BALANCE

**WITH THE WORLD MOVING AT A FASTER PACE THAN WHAT IT EVER HAS DONE
SO BEFORE, IS FINDING BALANCE IN LIFE POSSIBLE, OR IS IT JUST A MYTH?**



HOW TO ACHIEVE LIFE BALANCE IN A WORLD THAT'S FOREVER GETTING FASTER



Today's fast moving world has made it harder than ever to bring balance into the highly unbalanced lifestyles, of millions of people from all around the globe.

But what if it was possible to stop the unwanted cycle of stress, fatigue and frustration and bring balance back into your life? Is life balance genuinely possible, or is it just a cruel and heartless myth?

A few years ago I learned (the hard way) that nothing in life is ever as chaotic as it seems. Nothing is worth diminishing our health over. Nothing is worth poisoning ourselves into a pit of stress, anxiety and personal chaos.

There have been times in the past where I would physically (and mentally) exhaust myself due to working irregular 12-14 hour days. Throughout this season of my life, I was committed to reaching given targets, breaking company records, beating personal bests and fighting my way up the corporate food chain.

I can vaguely remember a discussion with an old colleague on this topic. At one point in the conversation I said 'Yeah, but what can you do, a man gotta eat!' and he answered, 'There's always something you can change, and there's always something you can do.'

Although this statement was very simple, it hit home pretty hard and resonated with me on a very deep level (like one of those life defining moments).

As I began to think about it, I recognised what had just been said to me as true. We each have a choice about how we invest (or waste) the time that is given to us.

We all have moments when we allow others to cause us to react emotionally, especially in frustration or anger (at times when we're not getting the things we want). Often we regret these responses later, and we vow never to allow ourselves to behave like this again.

Those in life, who learn to manage themselves (and their time) are those who usually go on to accomplish great things. There's an ancient Chinese proverb which states;

'The person who can manage themselves, is an individual who's fit enough to govern a nation.'

When we become entrenched in a high-stress, busy and diary filled lifestyle, we tend not to look outside of our 'boxes'. Unless something shakes us up, we can easily fail to recognise even the most practical options that are available for us to bring calm and balance back in our lives.

Although we all have different interpretations of what work-life balance looks like, most people, in principle, share a similar idea of what life balance means; to have available time for doing the things we're passionate about, outside of a work focussed environment.

For some people, life balance could mean time spending more time with family, more time available to dedicate to self-improvement, or even having more time to spend at the gym getting our bodies into better physical shape.

There are a few occasions during our brief time on planet Earth when we experience great flashes of personal insight, great moments of truth that immediately change the course of our lives forever.

Most of those experiences result from our most significant life failures, not from our biggest successes.

It is often from the failures that so many of us learn lasting lessons that completely transform our perspective towards life (and especially life balance).

People often assume that achieving life balance is about making radical life changes, but this is seldom true. Radical life changes will always take time and can often be difficult to implement.

For most of us, it's wiser to adopt the mantra "one step at a time", because making minor adjustments in our main life areas can end up having a huge long-term impact.

So, having read this far, I'm hoping that you have some idea about areas in your life that you'd like to make these adjustments. But if not, that's no problem, because, over the forthcoming pages, we'll approach your life (and the topic of life balance) in a structured and 'balanced' way.

The following exercise will help you to 'break your life down' into seven main areas so that you can identify the specific areas in your life that are currently 'out of balance.' Because it's these very areas which are most likely causing you the most amount of stress and frustration.

People with a healthy life balance have clear prioritisation between work (which incorporates their career, education and ambitions) and 'lifestyle' (which combines their health, leisure & relationships).

No one in life is perfect, and no-one will ever achieve complete contentment in all of their primary life areas. However, it is always possible to establish a better balance - and 'all going well', this is what you're about to do!

"My point is, life is about balance. The good and the bad. The highs and the lows. The pina and the colada."

— Ellen DeGeneres

Life balance is an ongoing process, which will always be shaped by the strategies we have for managing our lives. It's within the strategies that we can wind up misplacing our priorities, and find ourselves falling out of balance.

This questionnaire has been designed to give you a holistic overview of all your seven most important life areas, before identifying the particular life areas that you need to make immediate improvements in.

An ancient proverb says, "The journey of a thousand miles begins with a single step." You've probably known people nearing the end of their life's journey who looked back on the life they'd lived, and said, "If only I'd done things differently.... If only I'd made better choices If only I'd spent more time with my family or kids"

Unfulfilled lives are always filled with "If only's" These are the last words of those people who's lives were over before they even got started. Life is full of countless opportunities, for great successes and even more significant failures.

But it's up to you to take the initiative, to make use of every opportunity that comes your way. Because if you don't, you stand at risk of being condemned to a life of mediocrity — and no-one wants this!

So don't delay - complete this life balance questionnaire today.



The late personal development expert Stephen Covey once suggested that:

'Without a clear focus on our guiding values and priorities, each of us runs a real risk of successfully climbing a very long ladder only to find it leaning against the wrong wall.'

This is why our core priorities are worth regular consideration, repeatedly, habitually and anytime we're about to devote time and energy to a new given pursuit.

Areas of Importance: There are certain areas in life that are important for all of us. These are mainly:

- **Social & Family Relationships**
- **Career & Educational Aspirations**
- **Money & Personal Finances**
- **Physical Health, Recreation & Leisure**
- **Life's Routine Responsibilities**
- **Giving Back to Society & Contribution**
- **Mental, Emotional & Inner Wellbeing**

The importance that various people place on these life areas will always differ. However, if we can become able to maintain an element of focus in all of our life areas, we will be made more likely to achieve this healthy life balance.

When we define those areas of importance, we create awareness within us of what areas in our lives need to be improved upon while taking a huge step towards achieving greater life balance.



Many of us can 'overload' in life as a result of the demands associated with our work and our home lives.

This overload comes as we attempt to manage (and maintain) our relationships, our physical health, manage our finances, our routine responsibilities and even provide service within our local communities.

The questionnaire over the following pages has been designed to give you a balanced overview of all your most important life areas.

Upon completion, you'll be able to identify the specific life areas you really want to make changes in today.

"Grow with discipline. Balance intuition with rigor. Innovate around the core. Don't embrace the status quo. Find new ways to see. Never expect a silver bullet. Get your hands dirty. Listen with empathy and overcommunicate with transparency. Tell your story, refusing to let others define you. Use authentic experiences to inspire. Stick to your values, they are your foundation. Make the tough choices; it's how you execute that counts. Be decisive in times of crisis. Be nimble. Find truth in trials and lessons in mistakes. Be responsible for what you see, hear, and do. Believe."

— Howard Schultz



MAIN LIFE AREA 1:

SOCIAL AND FAMILY RELATIONSHIPS

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important are your family relationships?	___ / 10
2	How satisfied are you with your family relationships?	___ / 10
3	I am close to my parents and our relationships are healthy.	___ / 10
4	I am close to my children and our relationships are healthy.	___ / 10
5	The people who matter the most in my life accept me.	___ / 10
6	How important are strong social relationships to you?	___ / 10
7	How satisfied are you with your social relationships?	___ / 10
8	I have close friendships with people I can be myself around.	___ / 10
9	I have a good social network/ am part of social groups.	___ / 10
10	I am generally good at connecting with new people.	___ / 10
11	I get along with my neighbours and the people in my area.	___ / 10
12	How satisfied are you with your romantic relationship/s?	___ / 10
13	How happy are you with the overall quality of your relationships?	___ / 10

Notes: Write a personal vision statement about about an area/s in your relationships that you'd like to make changes in:

"Man maintains his balance, poise, and sense of security only as he is moving forward." - Maxwell Maltz

MAIN LIFE AREA 2:

CAREER & EDUCATION ASPIRATIONS

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important are career achievements to you?	___ / 10
2	How satisfying are your career achievements to date?	___ / 10
3	How fulfilled are you in your current work environment?	___ / 10
4	How much do you look forward to going to work each day?	___ / 10
5	Does your career stimulate and develop you as a person?	___ / 10
6	Do you have a healthy & rewarding work/ life balance?	___ / 10
7	Is your career moving you forward in advancement and reward?	___ / 10
8	How important are strong working relationships to you?	___ / 10
9	How satisfied are you with your current working relationships?	___ / 10
10	Is your working environment positive and supportive?	___ / 10
11	Do you find contentment and fulfilment in your current career?	___ / 10
12	How urgently would you like a career change?	___ / 10
	If you died today, are you happy with the legacy you'll leave behind?	

Notes: Write a personal vision statement about about an area/s in your career or education that you'd like to make changes in:

"There is no decision that we can make that doesn't come with some sort of balance or sacrifice." - Simon Sinek

MAIN LIFE AREA 3:

MONEY & PERSONAL FINANCES

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important is being financially effective to you?	___ / 10
2	How satisfied are you with your current financial effectiveness?	___ / 10
3	You have enough money to meet your current wants.	___ / 10
4	You have enough money to meet your current needs.	___ / 10
5	You know what your exact outgoings are each month.	___ / 10
6	You always know what's in your bank account/s.	___ / 10
7	How important is being generous to others to you?	___ / 10
8	How generous are you currently being towards others?	___ / 10
9	How satisfied are you with how much you give to others?	___ / 10
10	How important is charitable contribution to you?	___ / 10
11	How satisfied are you with how charitable you currently are?	___ / 10
12	How willing are you to step out your comfort zone & take new risks to generate more income?	___ / 10
	How much do you worry about your current financial situation?	

Notes: Write a personal vision statement about about an area/s in your personal finances that you'd like to make changes in:

"To establish balance in our personal finances, it's crucial that we learn to live within our means." - Kain Ramsay

MAIN LIFE AREA 4:

HEALTH, RECREATION & LEISURE

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important is establishing a healthy work/ life balance to you?	___ / 10
2	How satisfied are you with your current work/study/ life balance?	___ / 10
3	How important is your physical health to you?	___ / 10
4	How happy are you with your current physical health?	___ / 10
5	How happy are you with your physical fitness levels?	___ / 10
6	How important is having plenty of 'free' time to you?	___ / 10
7	How content are you with the amount of free time you have?	___ / 10
8	How important is your physical appearance?	___ / 10
9	How satisfied are you with your current physical appearance?	___ / 10
10	I can handle my stress and anxiety levels effectively.	___ / 10
11	How much do you currently enjoy life outside of work or study?	___ / 10
12	Are you able to do things that you enjoy frequently?	___ / 10
	I have room for improvements in my life outside of work and/or study.	

Notes: Write a personal vision statement about about an area/s in your personal/social life that you'd like to make changes in:

"If you're interested in balancing work & pleasure, stop! Instead, make your work more pleasurable." - Donald Trump

MAIN LIFE AREA 5:

LIFE'S ROUTINE RESPONSIBILITIES

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important is managing routine tasks around the home to you?	___ / 10
2	How satisfied are you with how you currently handle routine tasks?	___ / 10
3	Are you disciplined in paying your routine household bills?	___ / 10
4	Could you be more disciplined in managing your bills & other important responsibilities?	___ / 10
5	How important is prioritizing your responsibilities?	___ / 10
6	How satisfied are you with how you prioritise your responsibilities?	___ / 10
7	How important is a well-managed home environment to you?	___ / 10
8	How satisfied are you with your current home environment?	___ / 10
9	How important is dealing with home issues promptly to you?	___ / 10
10	Would your home life be easier if you had a better system in place for managing your routine responsibilities?	___ / 10
11	How much do you worry about your routine responsibilities?	___ / 10
12	How much easier would your life be if you were more disciplined in managing your routine responsibilities around the home?	___ / 10

Notes: Write a vision statement about about how you could become more efficient in managing your routine responsibilities:

"Success is nothing more than a few simple disciplines that are practiced every day." - Jim Rohn

MAIN LIFE AREA 6:

CONTRIBUTION & GIVING BACK TO SOCIETY

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important is contributing back to society & making a difference to you?	___ / 10
2	How satisfied are you with how much you currently give back to society?	___ / 10
3	You regularly make a positive impact in the lives of other people.	___ / 10
4	How satisfied are you with the amount of difference you make in the lives of others?	___ / 10
5	How important is leaving behind a meaningful legacy to you?	___ / 10
6	How happy are you with the current legacy that you would leave behind?	___ / 10
7	How much do you encourage and support those closest to you?	___ / 10
8	My time is mainly consumed focussing on myself and my immediate needs.	___ / 10
9	You get involved with, and support a social initiative that you genuinely believe in.	___ / 10
10	Those closest to you find immense value in you.	___ / 10
11	Your peers or co-workers find immense value in you.	___ / 10
12	Someday, your children will be really proud of the way in which you've lived your life.	___ / 10
	I could make more effort in contributing back to society.	

Notes: Write a personal vision statement about about how you could begin making a greater impact in your culture or society:

"Try not to become a person of success, but rather try to become a person of value." - Albert Einstein

MAIN LIFE AREA 7:

MENTAL, EMOTIONAL & SPIRITUAL HEALTH

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

1	How important is being mentally healthy (and strong) to you?	___ / 10
2	How mentally healthy (and strong) do you currently feel?	___ / 10
3	How important is being emotionally healthy (and strong) to you?	___ / 10
4	How emotionally healthy (and strong) do you currently feel?	___ / 10
5	Are you confident and secure in who you are as a person?	___ / 10
6	How fulfilled are you with the way in which you're currently living your life?	___ / 10
7	How content are you with the way in which you're currently living your life?	___ / 10
8	How important is being spiritually healthy (and strong) to you?	___ / 10
9	How emotionally spiritually (and strong) do you currently feel?	___ / 10
10	I regularly invest time into developing myself spiritually.	___ / 10
11	I am consistently competent at managing my emotions. I have good self-control.	___ / 10
12	My emotions will often manage me. I am undisciplined in self-control.	___ / 10
	Negative and destructive emotions will often get the 'better' of me.	___ / 10

Notes: Write a personal vision statement about how you can begin developing yourself mentally, emotionally and spiritually:

"A successful man is one who can lay a firm foundation with the bricks others have thrown at him." - David Brinkley

GENERAL LIFE-EVALUATION QUESTIONS

Q1) Summarise what your ideal life would be like.

Q2) What are the main challenges (or difficulties) that you're facing in bringing your life back into balance?

Q3) What areas of your life are working really well for you at the moment? (e.g. Family, work, fitness etc)

Q4) What immediate changes do you need to make your life to feel more balanced?

Q5) What words might other people use to describe you? (In relation to how balanced you are)

"Success is a lousy teacher in life. It seduces smart people into believing that they can't lose." - Bill Gates



FINAL EXERCISE:

To finish of this workbook, write a personal vision statement for each of your 7 life areas.

A personal vision statement is just 'the best case scenario' description of what you would like to achieve or accomplish in each of your main life area.

Whatever you write down as your vision statements can become goals that you can commit to working towards over the next 6 - 12 months.

VISION STATEMENT 1: Social & Family Relationships

VISION STATEMENT 2: Career & Educational Aspirations

VISION STATEMENT 3: Money & Personal Finances

VISION STATEMENT 4: Health, Recreation & Leisure

VISION STATEMENT 5: Life's Routine Responsibilities

VISION STATEMENT 6: Contribution & Giving Back

VISION STATEMENT 7: Mental, Emotional & Spiritual Life

LIFE BALANCE WORKBOOK

BALANCE

HOW TO ACHIEVE LIFE BALANCE
IN A WORLD THAT'S FOREVER
GETTING FASTER