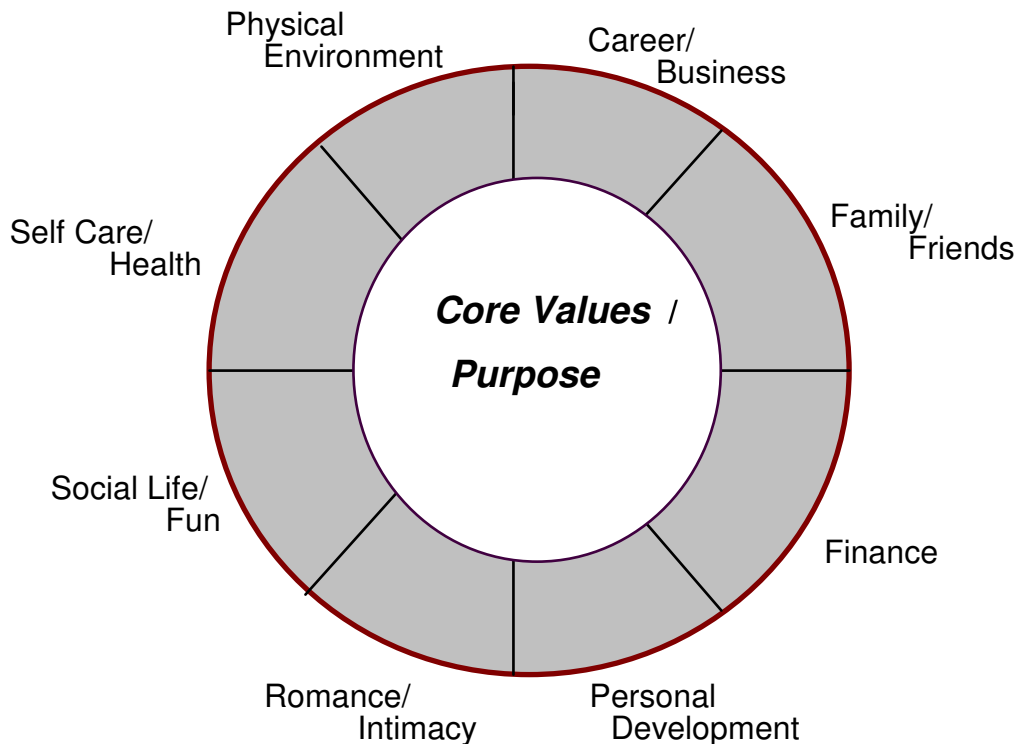




## Life Balance Wheel



The hub represents your core values-each area interrelated in an ideal life. Give yourself a score (1-10). Use this Life Balance Wheel as a way to assess the level of life satisfaction in each area. You score it numerically to measure the improvement desired, or you may use it to have a coaching conversation about gaps between where you are now and where you would like to be.

## 9 Tips For Getting Your Work/Life In Balance

**Negotiate a Change with Your Current Employer.** Most of today's employers recognize the value of good employees, and many are willing to find ways to help current employees deal with short-term or permanent changes caused by family situations. The changes can include flextime, job-sharing, telecom muting, or part-time employment. Your first step is to research your employer's policies and methods of handling previous requests. Then go to your boss armed with information and a plan that shows how you will be an even more valuable and productive employee if you can modify your current work situation.

**Find a New Career.** Some careers are simply more stressful and time-consuming than others. If you need more time for yourself or your family, now may be the time to explore careers that are less stressful and more flexible.

**Find a New Job.** Rather than a career change, perhaps you simply need to take a less stressful job within your chosen career. This change may involve working with your current employer to identify a new position, it may involve a full job-search, or it may involve temping or becoming a consultant or starting a freelancing or other home-based business.

**Slow Down.** Life is simply too short, so don't let things pass you in a blur. Take steps to stop and enjoy the things and people around you. Schedule more time between meetings; don't make plans for every evening or weekend, and find some ways to distance yourself from the things that are causing you the most stress.

**Let Things Go.** (Don't Sweat the Small Stuff.) It's simpler said than done, but learn to let things go once in a while. So what if the dishes don't washed everyday, laundry is piling up or that the house doesn't get vacuumed every week. Learn to recognize the things that don't really have much impact in your life and allow yourself to let them go -- and then not beat yourself up for doing so.

**Explore Your Options.** Get Help. If you are feeling overwhelmed with your family responsibilities, please get help if you can afford it. Find a sitter for your children, explore options for aging parents, and seek counseling for yourself. In many cases, you have options, but you need to take the time to find them.

**Learn to Better Manage Your Time. Avoid Procrastination.** For many people, most of the stress they feel comes from simply being disorganized -- and procrastinating. Learn to set more realistic goals and deadlines -- and then stick to them. You'll find that not only are you less stressed, but your work will be better.

**Simplify.** It seems human nature for just about everyone to take on too many tasks and responsibilities, to try to do too much, and to own too much. Find a way to simplify your life. Change your lifestyle. Learn to say no to requests for help. Get rid of the clutter and baggage in your house -- and your life.

**Take Charge and Set Priorities.** Sometimes it's easier for us to allow ourselves to feel overwhelmed rather than taking charge and developing a prioritized list of things that need to get done. Develop a list. Set priorities. And then enjoy the satisfaction of crossing things off your list.