



Personal Growth Strategies

Balancing Your Life

Introduction

“I feel that the most important requirement in success is learning to overcome failure. You must learn to tolerate it, but never accept it.” (Reggie Jackson)

Achieving balance in your life is one of the most important things you can do to assure your ongoing health, happiness and prosperity. You have never been busier than you are today. You have never had more things to do and so little time in which to do them.

Every person who is working is employed at as much as 130 percent of capacity. You have places to go, people to see and things to do.

You are buffeted by the turbulent winds of change at every turn. It is very easy for your life to become **out of balance** and for you to experience stress, irritation and anxiety. You must counter this tendency at all costs.

In this lesson, you learn the key ideas that highly effective people use to keep their lives in balance and to continue performing at high levels in both their careers and in the fulfillment of their personal responsibilities.

In this lesson you will learn:

- How to achieve balance in life
- How to get back to basics
- The key to balance
- The Law of Balance

What Do You Already Know?

Test your knowledge by attempting to answer the questions below.

1 How would you personally define a balanced life?

2 What is your chief aim in life?

3 When will you know that you have achieved enough, in any area, and what will you do then?

4 What percentage of your life do you feel that you enjoy high levels of inner peace and contentment?

5

What do you need to do **more** of or **less** of to get your life back into balance?

6

How do you allocate your time between your family and your work today?

7

If you could design your perfect lifestyle, what things would you change immediately?

Balancing Your Life

1 Because of the rate of change, turbulence and unpredictability, *achieving balance* in your life is more important today than ever before.

- a) Balance is the **key** to health, harmony and happiness;
- b) Balance is **essential** for maximum achievement in both your work and personal lives.

2 Your *happiness* should be your chief aim in life.

- a) 85 percent of your happiness will be determined by the quality of your **relationships** with other people;
- b) “Moderation in all things.” You need balance between your work and family life to be happy;
- c) Stress and dissatisfaction are indications that your life is out of balance in some way;
- d) Getting back into balance means getting back to basics. What are your **values**?
- e) What would be your ideal **lifestyle**? Describe it clearly;
- f) You need to set both priorities and **posteriorities**;
 - 1) **PRIORITY** – something you do **more** of and sooner;
 - 2) **POSTERIORITY** – something that you do **less** of or discontinue altogether.
- g) Treat time like money. How can you best **spend** it? Invest it?

3

Set *peace of mind* as your number one goal.

- a) Organize your entire life around peace of mind;
- b) Set your goals in **harmony** with inner peace;
- c) Refuse to **compromise** your peace of mind for anything or anyone;
- d) Listen to your **inner voice**; trust your intuition.
- e) If you listen to your inner voice, you will probably never make another mistake.

4

The key to balance is to focus on just *two* things – family and work.

- a) Fulfill your responsibilities to your family and to your work before anything else;
- b) **Work all the time you work** – don't waste time!
- c) Put more of **yourself** into the work;
- d) When you are with your **family**, be there 100 percent of the time;
- e) Eliminate television, radio or other distractions at dinner time, or during family meals;
- f) Limit or restrict television or newspapers at home, especially when there are members of your family to talk to;
- g) Remember the **Law of the Excluded Alternative**: "Doing one thing means not doing something else."

5 The *Law of Balance* is your key to a happy, high-performance lifestyle.

- a) You need “**quantity time**” at home with your family to be happy;
- b) You need “**quality time**” at work to be highly productive;
- c) Quality time and quantity time are **not** interchangeable – don’t mix them up!
- d) Spend **unbroken** chunks of time (30-60-90 minutes) with the important people in your life;
- e) Quality time at home involves both talking and **listening**. “Be there!”

6 How would you spend your time if you learned today that you only had *six months left to live*?

- a) How would you spend your time if you only had six **weeks** to live?
- b) How would you spend your time if you only had six **days** left to live?
- c) What would you do if you only had 60 **minutes** left to live?
- d) The purpose of time management? To enable you to spend more time with the key people in your life.

Decide today to take specific actions to get your life **under control** and back into balance. Nothing happens unless you **make** it happen. You are in charge. You are responsible. And you are always “free to choose!”

You can make whatever changes you want in your life by doing **more of** one thing and **less of** another. Bring your life into balance so that you enjoy harmony, peace and happiness with the most important people in your life.

Action Exercises

1

What are the **three** most important benefits of living a balanced life?

1. _____

2. _____

3. _____

2

In what three situations in your life are you the most **happy** and satisfied?

1. _____

2. _____

3. _____

3

How can you tell when your life is **out of balance**?

1. _____

2. _____

3. _____

4

What three activities should you doing less of or **discontinuing** to get your life back into balance?

1. _____

2. _____

3. _____

5

What priorities should you be changing or doing **more of** to get your life back into balance?

1. _____

2. _____

3. _____

6

In what three places or situations do you enjoy the greatest **peace of mind**?

1. _____

2. _____

3. _____

7

What are the three most common situations or **activities** that disrupt your peace of mind and sense of inner balance?

1. _____

2. _____

3. _____

8

What three changes could you make in your life to allow you to spend more time with your family?

1. _____

2. _____

3. _____

9

What three changes could you make in your **business life** to enable you to be more productive and use your time more effectively?

1. _____

2. _____

3. _____

What **one change** are you going to make immediately as a result of what you have learned in this lesson?
