



## **How to Create a Work -Life Balance**

If you feel your work and life are out of balance you are not alone. Many people struggle with creating a balance between spending extra hours at work and taking time to enjoy their home life. Have you ever stopped to ask yourself “how do I get my work and home life back in balance?”

### **Exercise 1**

***Take a moment to write down what you have tried in the past that worked:***

***Write down what you have tried in the past that didn't work:***



### **Saying NO**

What would you have to say “NO” to in order to create a balance? Do you need to say “NO” at work? “NO” to a friend? When you are no longer consciously choosing how to spend your time you are being driven by fear. What are you afraid of? Are you afraid you will not be a good friend if you say “NO?” Are you afraid you will not be looked upon as a devoted employee if you say “NO?” Are

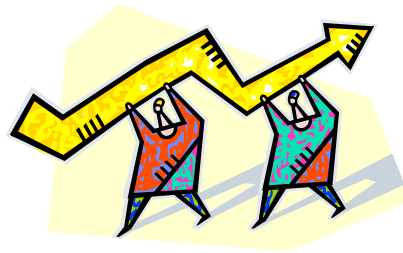
you saying “YES” to television and “NO” to exercise, reading, meditating or whatever it is you desire to do but have been unable to find time for?

**Exercise 2:**

***Write down what you are saying YES to at work? What does that cause you to say NO to at home?***

***What are you saying YES to at home? What does that cause you to say NO to at work?***

***Who do you need to say NO to in order to create a better balance in your life?***



**Finding a Way Out of The Imbalance**

As a life coach I have worked with individuals who do not see anyway out of this perspective. They come to “life coaching” feeling as though they don’t have the power of choice. They experience a blindness to even considering that there might be a different way. They say things to themselves such as “That’s just the way it is.” Yet inside they yearn for a work life balance. They feel they are missing out on life.

***Exercise 3: Write Down a List of Ways You Give Up Your Power?***

***What do you say to yourself?***

**1.**

**2.**

**3.**

**4.**

Having a work life balance means something different to each person. Balance is a personal issue.

***Exercise 4: What does a work-life balance look like to you? Take some time to write down your thoughts:***



## **Where do you start?**

Remember: you have the power to choose! Clearly identify your fears and see if there is another perspective you can take on the situation.

- Are you afraid you will get overlooked for a promotion if you don't work late every day? Why not casually mention to your manager that you are leaving on time a couple of days a week. Take a chance and see what happens.
- Can you organize your time better at work so you don't work so much overtime?
- Do you hold back from delegating and end up overloading yourself?
- Make a list of actions you can take to reduce the number of days you working late. Begin by making small changes.

## **Exercise 5: List out three small steps you can take to begin creating a work-life balance:**

**1.**

**2.**

**3.**

If your personal life is out of balance envision what you want to be different. Do you want to begin dating again? Make a list of dating websites to visit and tell your friends you are interested in meeting someone.

Do you want to spend more time with your children? Schedule time each evening and do something special with them.

Bottom line? You have to say “no” to something in order to say “yes” to something else. Slow down and think about what a right work life balance looks like to you. What does balance feel like? What would be different about your day? Now work backwards and take little steps to make it happen!