

Improving Life Balance

Are you struggling to maintain a sense of balance? If your day-to-day responsibilities are causing you to lose sight of the “big picture,” try these tips:

- ▶ Consider why it feels like your life is out of balance. Common reasons include:
 - Work obligations cutting into personal time (or vice versa)
 - Difficulty keeping up with financial obligations
 - Feeling like you’re losing track of long-term goals
- ▶ Think about the other reasons for improving your life balance. Would it help you to:
 - Have more energy?
 - Cultivate better relationships with your partner, children, friends, or extended family?
 - Have more time for activities you enjoy?
- ▶ Think about your values and goals. Questions to consider include:
 - What is important to me, and why?
 - What do I want? What do I need?
 - What does personal and professional success mean to me?
 - What challenges or obstacles must I overcome to reach my goals?



- ▶ After considering your answer to each of these questions, make a complete list of goals and responsibilities. Be thorough: include work, family, home, and financial obligations. Then, mark each item as either “essential” or “optional.”
- ▶ Create a weekly to-do list that prioritizes “essential” tasks. Schedule the most important items for early in the week. For instance, if you want to make going to the gym once a week a priority, put it on your calendar for as early in the day on Monday as your schedule allows.
- ▶ If the pace of your life seems too frantic, the best way to fix it is to slow down. Make time for relaxation and activities that help you recharge mentally and emotionally. Pare your daily obligations down to a manageable level.

LifeMatters can offer tips and tricks for improving your life balance. Call 24/7/365.

Call **LifeMatters®** by Empathia toll-free anytime. **1-800-367-7474**

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