



Life Balance Tips!

Balance cannot be permanent because nothing in life is permanent. I do not know anyone who has a continuously balanced life. However, you now know what is important to you, and when feeling out of balance, you can easily look and see what is missing and choose to put it back in.

Some strategies that can help you:

- **Set your priorities-** Figure out what you want your priorities to be, not what you think they should be. Ask yourself, "If I could only focus on one thing in my life, what would it be?"
- That answer is your top priority. What would you focus on second? Third? Fourth? Fifth? You've now identified your top five priorities.
- *Turn it off* – Disconnect on the weekend. I hear the excuses already, but try it, at least for one day or even a few hours each night. Put the phone down and turn off the computer. Give your work brain a rest. Bonus: Spend the extra time actually interacting with your family and friends!
- *Trim, trim, trim* – It's a given that if your life is overflowing you will never be able to achieve balance and manage it all. It's just not possible. Say no to everything that is either not essential or doesn't add something valuable to your life. Be ruthless!
- *Pay attention to your health* – We hear this over and over again, but usually only give it lip service. We know what we need to do, but it isn't a priority until we have a health crisis. Our health really does affect the quality of our lives and our work. We are far more productive and happier when we get enough sleep, eat a little healthier and fit in some type of activity.
- *Minimize toxins*– By that I don't mean chemicals (though that might help too.) Minimize the negative influences around you. Avoid toxic people (complainers, whiners, poor attitudes.) If you can't completely avoid them, at least minimize contact and tune them out as much as you can. Surround yourself with positive, supportive, can-do people whenever possible

Ground Yourself

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- *Spend time alone* – Making time for you is probably the hardest thing to do for the typical overworked and overwhelmed person, but it is crucial for lowering stress, increasing happiness and encouraging creativity. Some things to try; meditate, write, sketch, do some yoga or simply sit quietly for a few minutes each day and do absolutely nothing. You can do it!
- *Relationships do matter* – Set aside quality time with your family and friends. Don't just sit in front of the television, really connect and pay attention to those you care about. Make a date with your significant other, have coffee with a friend, play a game with a child. Really get to know the people around you.
- *Treat yourself*– Get a pedicure or a facial. Better yet, schedule a massage. It doesn't need to be costly; a glass of wine, your favorite coffee or tea, a delightfully scented candle or beautiful flowers will make a huge impact.
- *Explore the world* - Take a walk and pay attention to what's going on around you. Take a new route, visit a new town or try being a tourist in your own. Attend a local performance, play amateur photographer or go to the park and watch children play. They really know how to enjoy life!
- *Expand your awareness* – Take a class, learn to paint or try something new that you've always wanted to learn. Read a book that sparks your interest or try listening to uplifting music. Find what interests you.
- *Remember fun* – Laugh, joke, play, find your sense of humor, subscribe to a daily joke or get a tear-off calendar. Nothing makes the feel better as fast as a good old-fashioned belly laugh.

I encourage you to start today on the path towards greater work/life balance!

Good luck on your journey and feel free to contact me if you have any questions. Just log in with your membership access info and post your questions, I will be personally answering them.

**Love and light
Manali**