

# THE LIFE BALANCE PLAYBOOK

BRINGING BALANCE INTO YOUR LIFE  
SO YOU CAN START MOVING  
FORWARD AGAIN!



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# HOW TO ACHIEVE LIFE BALANCE IN A WORLD THAT'S FOREVER GETTING FASTER

Today's fast-moving world has made it harder than ever to bring balance into the highly unbalanced lifestyles of millions of people from all around the globe.

But what if it was possible to stop the unwanted cycle of stress, fatigue and frustration and bring balance back into your life? Is life balance genuinely possible, or is it just a cruel and heartless myth?

A few years ago, I learned (the hard way) that nothing in life is ever as chaotic as it seems. Nothing is worth diminishing our health over. Nothing is worth poisoning ourselves into a pit of stress, anxiety and personal chaos over.

There have been times in the past where I would physically (and mentally) exhaust myself working irregular 12-14-hour days.

Throughout this season of my life, I was committed to reaching giant targets, beating personal bests and fighting my way up to the top in my industry.

I can vaguely remember a discussion with an old mentor on this topic. At one point in the conversation I said 'Yeah, but what can you do!' and he answered, 'There's always something you can change, and there's always something you can do.'

Although this statement was very simple, it hit home pretty hard and resonated with me on a very deep level (like one of those life defining moments).

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As I began to think about it, I recognized what had just been said to me as true. We each have a choice about how we invest (or waste) the time that is given to us.

We all have moments when we allow others to cause us to react emotionally, especially in frustration or anger (at times when we're not getting the things we want). Often, we regret these responses later, and we vow never to allow ourselves to behave like this again

Those in life, who learn to manage themselves (and their time) are those who usually go on to accomplish great things. There's an ancient Chinese proverb which states;

'The person who can manage themselves, is an individual who's fit enough to govern a nation.'

When we become entrenched in a high-stress, busy and diary filled lifestyle, we tend not to look outside of our 'boxes'. Unless something shakes us up, we can easily fail to recognize even the most practical options that are available for us to bring calm and balance back in our lives.

Although we all have different interpretations of what work-life balance looks like, most people, in principle, share a similar idea of what life balance means; to have available time for doing the things we're passionate about, outside of a work focused environment.

For some people, life balance could mean spending more time with family, more time available to dedicate to self-improvement, or even having more time to spend at the gym getting our bodies into better physical shape.

There are a few occasions during our brief time on planet Earth when we experience great flashes of personal insight, great moments of truth that immediately change the course of our lives forever.

Most of those experiences result from our most significant life failures, not from our biggest successes.

It is often from the failures that so many of us learn lasting lessons that completely transform our perspective towards life (and especially life balance).

People often assume that achieving life balance is about making radical life changes, but this is seldom true. Radical life changes will always take time and can often be difficult to implement.

For most of us, it's wiser to adopt the mantra "one step at a time", because making minor adjustments in our main life areas can end up having a huge long-term impact.

So, having read this far, I'm hoping that you have some idea about areas in your life that you'd like to make these adjustments. But if not, that's no problem, because, over the next pages, we'll approach your life (and the topic of life balance) in a structured and 'balanced' way.

The following exercise will help you to 'break your life down' into seven main areas so that you can identify the specific areas in your life that are currently 'out of balance.' Because it's these very areas which are most likely causing you the most amount of stress and frustration.

People with a healthy life balance have clear prioritization between work (which incorporates their career, education and ambitions) and 'lifestyle' (which combines their health, leisure & relationships).

Nobody in life is perfect and nobody will ever achieve complete contentment in all of their primary life areas. However, it is possible to achieve a "much better" balance and this is what you are about to do!

*"My point is, life is about balance. The good and the bad. The highs and the lows. The pina and the colada." - Ellen De Generes*

Life balance is an ongoing process, which will always be shaped by the strategies we have for managing our lives. It's within the strategies that we can wind up misplacing our priorities and find ourselves falling out of balance.

This questionnaire has been designed to give you a holistic overview of all your seven most important life areas, before identifying the life area's that you need to make immediate improvements in.

An ancient proverb says, "The journey of a thousand miles begins with a single step." You've probably known people nearing the end of their life's journey who looked back on the life they'd lived, and said, "If only I'd done things differently.... If only I'd made better choices .... If only I'd spent more time with my family or kids ...."

Unfulfilled lives are always filled with "If only ...." These are the last words of those people whose lives were over before they even got started. Life is full of countless opportunities, for great successes and even more significant failures.

But .... it's up to you to take the initiative, to make use of every opportunity that comes your way. Because if you don't, you are at risk of being condemned to a life of mediocrity – and nobody wants this!

Don't delay, complete this Life-Balance Questionnaire today!

The late personal development expert Stephen Covey once suggested that:

*Without a clear focus on our guiding values and priorities, each of us runs a real risk of successfully climbing a very long ladder only to find it leaning against the wrong wall.'*

Therefore, our core priorities are worth regular consideration, repeatedly, habitually and anytime we're about to devote time and energy to a new given pursuit.

Areas of Importance: There are certain areas in life that are important for all of us. These are mainly:

- **Social & Family Relationships**
- **Career & Educational Aspirations**
- **Money & Personal Finances**
- **Physical Health, Recreation & Leisure**
- **Life's Routine Responsibilities**
- **Giving Back to Society & Contribution**
- **Mental, Emotional & Inner Wellbeing**

The importance that various people place on these life areas will always differ. However, if we can maintain an element of focus in all of our life areas, we will be more likely to achieve this healthy life balance.

When we define those areas of importance, we create awareness within us of what areas of our lives need to be improved while taking a huge step forward to achieving life balance.

Many of us can 'overload' in life as a result of the demands associated with our work and our home lives.

This overload comes as we attempt to manage (and maintain) our relationships, our physical health, manage our finances, our routine responsibilities and even provide service within our local communities.

The questionnaire over the following pages has been designed to give you a balanced overview of all your most important life areas. Upon completion, you'll be able to identify the specific life areas you really want to make changes in today.

***"Grow with discipline. Balance intuition with rigor. Innovate around the core. Don't embrace the status quo.***

***Find new ways to see. Never expect a silver bullet. Get your hands dirty. Listen with empathy and over-communicate with transparency.***

***Tell your story, refusing to let others define you. Use authentic experiences to inspire. Stick to your values, they are your foundation.***

***Make the tough choices; it is how you execute that counts. Be decisive in times of crisis. Be nimble. Find truth in trials and lessons in mistakes. Be responsible for what you see, hear and do.***

***Believe." - Howard Shultz***

**MAIN LIFE AREA 1:**  
**SOCIAL AND FAMILY RELATIONSHIPS**

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

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|----|---|--------|
| 1  | How important are your family relationships?                      | ___/10 |
| 2  | How satisfied are you with your family relationships?             | ___/10 |
| 3  | I am close to my parents and our relationships are healthy.       | ___/10 |
| 4  | I am close to my children and our relationships are healthy.      | ___/10 |
| 5  | The people who matter the most in my life accept me.              | ___/10 |
| 6  | How important are strong social relationships to you?             | ___/10 |
| 7  | How satisfied are you with your social relationships?             | ___/10 |
| 8  | I have close friendships with people I can be myself around.      | ___/10 |
| 9  | I have a good social network/am part of social groups.            | ___/10 |
| 10 | I am generally good at connecting with new people.                | ___/10 |
| 11 | I get along with my neighbors and the people in my area           | ___/10 |
| 12 | How satisfied are you with your romantic relationship/s?          | ___/10 |
| 13 | How happy are you with the overall quality or your relationships? | ___/10 |

**Notes: Write a personal vision statement about an area/s in your relationships that you'd like to make changes in:**

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**MAIN LIFE AREA 2:**  
**CAREER & EDUCATIONAL ASPIRATIONS**

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

- 1 How important are career achievements to you? \_\_\_\_/10
- 2 How satisfying are your career achievements to date? \_\_\_\_/10
- 3 How fulfilled are you in your current work environment? \_\_\_\_/10
- 4 How much do you look forward to going to work each day? \_\_\_\_/10
- 5 Does your career stimulate and develop you as a person? \_\_\_\_/10
- 6 Do you have a healthy & rewarding work/life balance? \_\_\_\_/10
- 7 Are you advancing and feeling rewarded in your career? \_\_\_\_/10
- 8 How important are strong working relationships to you? \_\_\_\_/10
- 9 How satisfied are you with your current work relationships? \_\_\_\_/10
- 10 Is your working environment positive and supportive? \_\_\_\_/10
- 11 Do you feel content and fulfilled in your current career? \_\_\_\_/10
- 12 How urgently, if any, would you like a career change? \_\_\_\_/10
- 13 If you died today, are you happy with the legacy you'll leave behind? \_\_\_\_/10

**Notes: Write a personal vision statement about an area/s in your career and/or education that you'd like to make changes in:**

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