LIFE BALANCE
How to Live a Life That’s Not Just Busy, But Well-Lived

SPEND YOUR TIME DOING IMPORTANT THINGS

Where I’m going is much more important than how fast I’m going. The compass is more important than the speedometer.

Faster, harder, smarter down the wrong path gets me to where I really don’t want to go quicker!

The “Is This All There Is” Syndrome and imbalance is created when there is a gap between what’s deeply important to me and how I spend my time.

ANSWER THESE FOUR QUESTIONS

1. What one activity that you know if you did superbly well and consistently would create significant positive results in your personal life?

2. What one activity that you know if you did superbly well and consistently would create significant positive results in your professional and work life?

3. Are you consistently doing these activities now? yes __________ no __________

4. If no, why not?

Urgency is not the problem. It only becomes a problem when it crowds out _______________ events in your life.
THE URGENCY INDEX

On a 0 to 4 scale, what number most closely represents your normal behaviors or attitudes regarding the following statements? (0 = never, 2 = sometimes, 4 = always)
Adapted from *First Things First* by Stephen Covey.

1. I seem to do my best work when I’m under pressure. _____
2. I often blame the rush and press of external things for my failure to spend deep, introspective time with myself. _____
3. I’m often frustrated by the slowness of people and things around me. I hate to wait or stand in line. _____
4. I feel guilty when I take off work. _____
5. I always seem to be rushing between places and events. _____
6. I frequently find myself pushing people away so that I can finish a project. _____
7. I feel anxious when I’m out of touch with the office for more than a few hours. _____
8. I’m often preoccupied with one thing when I’m doing something else. _____
9. I’m at my best when I’m handling a crisis situation. _____
10. The adrenaline rush from a new crisis situation seems more satisfying to me than the steady accomplishment of long-term results. _____
11. I often give up quality time with important people in my life to handle a crisis. _____
12. I assume people will naturally understand if I have to disappoint them or let things go in order to handle a crisis. _____
13. I rely on solving some crisis to give my day a sense of meaning and purpose. _____
14. I often eat lunch or other meals while I work. _____
15. I keep thinking that someday I’ll be able to do what I really want to do. _____
16. A huge stack in my “out” basket at the end of the day makes me feel like I’ve really been productive. _____

**TOTAL** _____

**SCORING KEY**

0 - 25 Low urgency mindset
26 - 45 Strong urgency mindset
46+ Urgency addiction
FOUR WAYS I CAN SPEND MY TIME

1. **On activities that are important and not urgent** – preparation for effectiveness (sharpening my ax), prevention, teaching, planning, relationship building, empowerment

2. **On activities that are important and urgent** – crises, pressing problems, deadline-driven projects, some meetings, preparation for urgent projects

3. **On activities that are not important and urgent** – interruptions, some mail, some phone calls, some meetings, proximate pressing matters

4. **On activities that are not important and not urgent** – trivia, busywork, junk mail, some phone calls, time wasters, escape activities

THREE STEPS TO SPENDING MORE TIME IN AREA ONE

**Step One**

*Crystallize Who and What Are Truly Important In My Life*

Answer this question, “Who or what are most important in my life?”

**Step Two**

*Create Balance and Synergy Among the Roles in My Life.*

Natural roles revolve around what’s most important to you in your life.

Each role is a stewardship.

My identity is my view of who I really am in a specific role.

**Question:** “When I’m with my office team, who am I?”

My words speak to people. Who I am shouts at them!
A great identity statement has five components:

1. It begins with, “I’m a ____________ who _________________.
2. It’s who I am, not who I’m not.
3. It’s short, punchy and emotional!
4. It doesn’t contain qualifiers such as “try,” “hope to” or “wish to.”
5. There is something in it for others and me.

**Question:** “When I’m with my office team, who am I?” My expanded identity!

Enter up to six roles in column one of your Weekly Planner.

**Step Three**

**Set Activity Goals that Create Important, Role-Specific Results**

To create activity goals for each role ask this question, “What are the most important activities I can do in this role this week to have the greatest positive impact?” Enter up to four activity goals for each role in column two of your Weekly Planner.

Now schedule your activity goals. Sunday evening is a great time to do this. Whenever possible, combine two or more activity goals into one. As an example, go for a walk with your spouse three times a week, or have your children help you with a project at work.

1. Schedule Sharpen My Ax (physical, mental, spiritual preparation) Goals first. Keep in mind vital Area One Goals (important and not urgent) and Area Two Goals (important and urgent) as you do this. If they are time sensitive, schedule them at a specific time. If they are not time sensitive, schedule them under Other Priorities.

2. Schedule Area One Activity Goals (important and not urgent) second. Keep in mind vital Area Two Goals (important and urgent) as you do this. If the Area One are time sensitive, schedule them at a specific time. If they are not time sensitive, schedule them under Other Priorities.
3. Schedule Area Two Goals (important and urgent) third. If they are time sensitive, schedule them at a specific time. If they are not time sensitive, schedule them under Other Priorities. As new Area Two Goals appear during the week, schedule them around your Area One Goals whenever possible.

4. Area Three Activity Goals (not important and urgent) tend to schedule themselves. Whenever possible, do these around your Area One and Area Two Goals.

5. If you choose, Area Four Activity Goals (not important and not urgent) can fill in the spaces.

**Evaluate Regularly**

1. At the end of the week, evaluate your Weekly Planner. “What worked and what needs to be improved?”

2. Ask yourself this question, “Are there any roles last week that didn’t receive the attention they deserved, and what will I do this week to compensate for this?”

**LIVE A BALANCED LIFE IN PEAK STATES**

At any moment in time, any human being’s actions are the result of their driver state at that time.

I can manage my own or any one else’s driver states with mental focus and with physiology!

**PHYSIOLOGY**

Emotion is created by motion.

Movement sends messages!
MENTAL FOCUS

Six vital focus areas:
1. Focus on outcomes first and process second.
2. Focus on the past, the present, and the future as needed.
3. Focus on limitations and problems 2% of the time, and on resources and Solutions 98% of the time.
4. Focus on learning and growing.
5. Focus on providing value.
6. Focus on things you can control.

The best way to control my own or anyone else's mental focus is with questions. Ask and you shall receive.

If I don’t like the answers I’m getting in my life, I need to ask better questions!

HARNESS THE POWER OF THE CYCLE OF LIFE

To change one part of BE DO, HAVE and GIVE Cycle of Life, focus your attention on the other three.

When you GIVE to others, your next level of BEing will be higher than the last one. This creates an Upward Spiral of Life.

When your Upward Spiral of Life is connected to another’s Upward Spiral by giving and receiving, a double helix is created. This is the same structure as DNA – literally the stuff of life.