

BALANCING YOUR LIFE #0120

1) Have you ever wanted more time in a day? Do you have more things to do than you have time? Managing time is difficult to do.



2) We want to spend time with our families and friends.



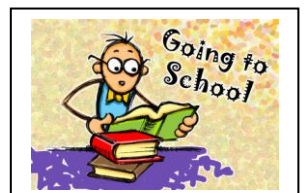
3) And we like to play.



4) But we need to go to work.



5) Maybe we are also going to school.



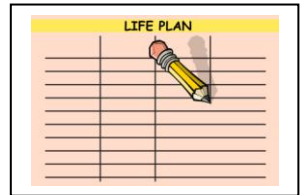
6) How can we get everything done? No one can answer this question for you.



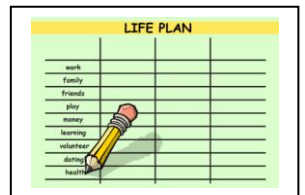
7) The answer is found in your "life plan." You don't have a life plan? Let's take a look at how to create a life plan.



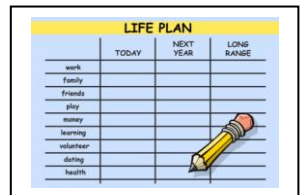
8) On a piece of paper, draw ten rows and four columns.



9) In the first column, list the words: work, family, friends, play, money, learning, volunteer, dating, and health.



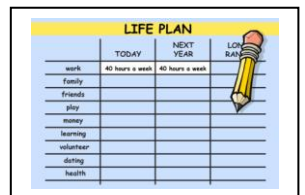
10) Label the columns today, next year, long range.



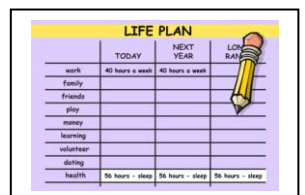
11) Now dream. What would you like to do with the 24 hours in a day? What would you like to accomplish in the next 12 months?



12) In each box, make a note about the activity that you will spend time doing. For example, you'll be going to work each day for several years, so enter 40 hours per week in the work row twice. Both in the today and next year columns.



13) You need to sleep, so enter 56 hours for sleep in the health row in all three columns.



14) You enjoy playing golf and you'd like to play at least once a week. So enter six hours for golf in the play row.

LIFE PLAN			
	TODAY	NEXT YEAR	LONG RANGE
work	40 hours a week	40 hours a week	
Family			
Friends			
play	6 hours of golf		
money			
learning			
volunteer			
dating			
health	56 hours - sleep	56 hours - sleep	56 hours - sleep

15) Not all dreams require time. You might want to reduce your debt. So in the money row, enter pay off credit cards.

LIFE PLAN			
	TODAY	NEXT YEAR	LONG RANGE
work	40 hours a week	40 hours a week	
Family			
Friends			
play	6 hours of golf		
money	pay off credit cards		
learning			
volunteer			
dating			
health	56 hours - sleep	56 hours - sleep	56 hours - sleep

16) Or you might be feeling that you don't spend enough time with your husband or wife. In the dating row, write down "go out to dinner once a month."

LIFE PLAN			
	TODAY	NEXT YEAR	LONG RANGE
work	40 hours a week	40 hours a week	
Family			
Friends			
play	6 hours of golf		
money	pay off credit cards		
learning			
volunteer			
dating	go out to dinner once a month		
health	56 hours - sleep	56 hours - sleep	56 hours - sleep

17) This is your life plan. You get to put anything you want down on this paper.



18) What would you like to have accomplished in ten years? Do you want a college degree? Do you want to build a house?

LIFE PLAN			
	TODAY	NEXT YEAR	LONG RANGE
work	40 hours a week	40 hours a week	
Family			
Friends			
play	6 hours of golf		
money	pay off credit cards		
learning			College Degree
volunteer			
dating	go out to dinner once a month		
health	56 hours - sleep	56 hours - sleep	56 hours - sleep

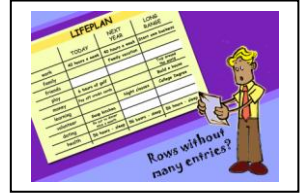
19) Be sure to complete the long-range column also.

LIFE PLAN			
	TODAY	NEXT YEAR	LONG RANGE
work	40 hours a week	40 hours a week	start own business
Family			
Friends			
play	6 hours of golf		the green 50 ball
money	pay off credit cards		Build a house
learning			College Degree
volunteer			
dating	go out to dinner once a month		
health	56 hours - sleep	56 hours - sleep	56 hours - sleep

20) After you can't think of anything more to write down, the next step is to balance your life.



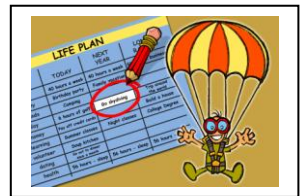
21) Are there rows without many entries? Do some rows have too many things to do?



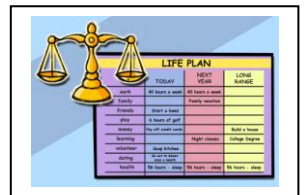
22) If you have to focus in certain areas of your life, that's OK for the short-term. But promise yourself that it will be for a short time only.



23) Reward yourself for your hard efforts today by having several balancing activities in other areas of your life in the next year or long-range columns.



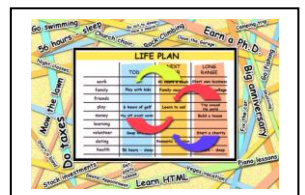
24) Do the columns look balanced? Be realistic. You can't get everything done today.



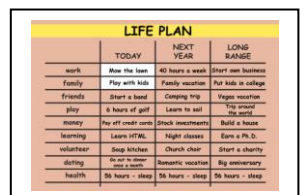
25) Stop waiting until tomorrow to do what you want when you can start today. Move some of the long-range activities into the today column.



26) Move activities from one column to another until your load is balanced.



27) The trick is to have something in each column and row. Why? This plan is a visual way of giving yourself permission to play when you think you should be working.



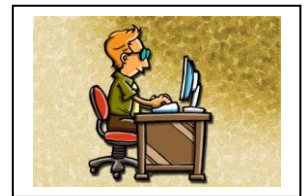
28) Write, "play with kids," in your life plan. But also write down "mow lawn."

LIFE PLAN			
	TODAY	NEXT YEAR	LONG RANGE
work	Mow the lawn	40 hours a week	Start own business
family	Play with kids	Family vacation	Put kids in college
friends	Start a band	Camping trip	Vegas vacation
play	4 hours of golf	Learn to sail	Buy second home
money	Pay off credit cards	Stock investments	Build a house
learning	Learn HTML	Night classes	Earn a Ph.D.
volunteer	Swap kitchen	Church choir	Start a charity
dating	Start to date	Domestic vacation	Big anniversary
health	56 hours - sleep	56 hours - sleep	56 hours - sleep

29) How much time do you want to spend doing both activities? Go ahead and do them both, but remember to keep them in balance. Don't spend all your time mowing the lawn.



30) People are happier when their life is balanced. We want you to balance your life. We understand that your job is only a piece of your life. However, it's an important part so you need to spend enough time to do your job well.



31) Don't spend too much time at work. This gets your personal life out of balance. But be sure to spend enough time at work so that you'll be successful.



32) Success on the job will probably help your money goals. But working too hard for money will not allow enough time for friends. It's all important.



33) Review your life plan often. As things change in your life, be sure that everything stays in balance.



34) Treat yourself to a life plan. It's fun to dream and a balanced life will keep you happier.

