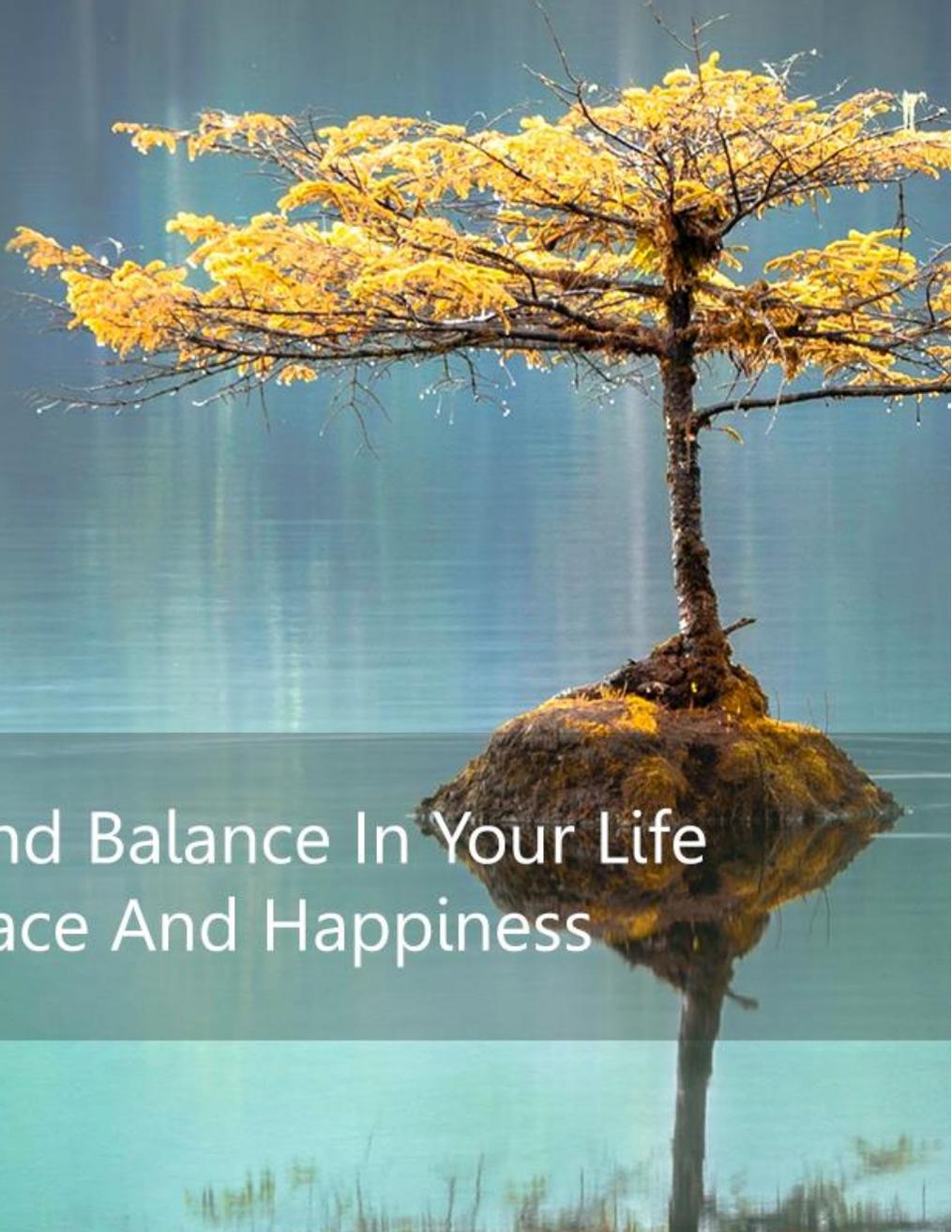


# FINDING BALANCE

How To Find Balance In Your Life  
For Peace And Happiness



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## FINDING BALANCE

# Table of Contents

<b>Introduction</b>	<b>7</b>
<b>Chapter 1: Know What Matters</b>	<b>10</b>
Find Times When You Were Happiest	10
Find the Times When You Were Proud	11
Find Times When You Were Satisfied and Fulfilled	11
Determine Your Top Values	12
Reaffirm Your Values	14
What If I Have More Than One Value?	15
<b>Chapter 2: Balancing Work Without Compromising Your Career</b>	<b>18</b>
Consider How You Work	19
Stop Comparing Yourself to Others	20
Learn How to Say No	21
Leave Work at the Office	21
<b>Chapter 3: Balancing Family and Time With Loved Ones</b>	<b>24</b>
Plan Ahead	24
Turn Off the Technology	25
Listen to the Needs of Others	26
Use Words of Affirmation	26
<b>28</b>	
<b>Chapter 4: Balancing Relationships to Foster Stronger Social Ties</b>	<b>29</b>
What Makes Social Connections Healthful?	29

## FINDING BALANCE

What Counts	30
How to Strengthen the Ties	31
<b>Chapter 6: Make Life Worth Living By Balancing Your Hobbies And Passions</b>	<b>37</b>
<b>Chapter 7: Don't Forget To Act</b>	<b>42</b>
<b>45</b>	
<b>Chapter 8: Put It All Together</b>	<b>46</b>
Start Small	46
Do One Day At a Time	47
Know When to Say No	48
Stop Adding More Activities	50
Take Time to Breathe	50
Cut Out the Electronics	51
Consider Time Management	52
What is Your Organizational Pattern?	53
<b>Conclusion</b>	<b>56</b>

A low-angle, upward-looking photograph of a massive, ancient tree. The tree's trunk is thick and gnarled, with numerous large, buttressed roots extending outwards and upwards. The foliage is dense and green, with sunlight filtering through the leaves, creating a dappled light effect. The sky is visible through the canopy, appearing bright and clear. The overall scene conveys a sense of age, strength, and natural beauty.

# Introduction

## Introduction

Peace and happiness can be difficult to catch. Finding the right balance that lets us get to all of the different goals that we have in place is not always as easy as we would like. If we focus on our careers too much, we miss out on time with the family or we are not going to have fun with any of your hobbies at all. Finding a way to balance all of these different aspects of your life together can provide you with the peace and happiness that you need.

This guidebook is going to take a look at all the different aspects that you need to balance together to create this happiness as well. From balancing work to help with your career, balancing your family and time with loved ones, balancing relationships, working on your health and wellness, and even finding ways to balance in your hobbies, you will be able to find peace as you work through them one by one.

But how do you choose which one you are supposed to work on first? That only happens when you know what matters the most. This is going to be different for everyone who goes through this guidebook. Only when you are truly aware of the things that are the most important to you, the things that you value the most, will

## FINDING BALANCE

you be able to make big changes in your life to find the right balance.

Balance is often one of the hardest things that you are able to work through in your life. It may feel like there are a million things that are going to pull at your attention at any given moment, and finding a way to deal with them will be hard. With the help of this guidebook and some of the simple steps inside, you will be able to improve your life and create all of the balance that you need.



# Know What Matters



## Chapter 1: Know What Matters

Before you can work with some of the rest of the steps in this guidebook, you first need to determine what is the most important to you. Each person has to answer these questions in a different way. What works the best for one person is not going to fit that well with your lifestyle and can make you happy along the way.

When you define your personal values and what matters the most to you, you get a chance to discover what is the most important to you. A good way of starting to do this is to take a look back on your life. Figure out when you felt really good and confident that you were making good decisions, or when you felt happy in your life. Some of the steps you can use to make this work includes:

### Find Times When You Were Happiest

This can be in your personal life and in your career. Try to get answers that fit in different categories to ensure that you get some balance in the answers. As you think of the times when you were happiest, answer some questions:

## FINDING BALANCE

1. What were you doing?
2. Were you with other people at the time and who were those other people?
3. What other factors helped you to feel happy?

### Find the Times When You Were Proud

Now that we know a little bit more about being happy and what tends to make us happy in life, it is time to identify some of the times when you were the most proud. You can again do this in your personal life and your career to help create the balance:

1. What was the main reason that you were proud?
2. Were there others who shared in the pride as well and who were they?
3. What were the factors that helped you to feel proud at the time?

### Find Times When You Were Satisfied and Fulfilled

## FINDING BALANCE

These are going to be different compared to some of the other times on our list. These make you feel good and like you were able to accomplish a lot more in your life. This can happen a lot in your personal life, but may also happen when something occurs in your career as well.

1. What desire or need was filled at the time?
2. Why and how did the experience give meaning to your life.
3. What other factors helped to contribute to feeling fulfilled at the time.

## Determine Your Top Values

As you write down some of the answers that you got from the other steps, you will be able to get a better look at some of your top values. These will be based on any experiences that you wrote down before in terms of fulfillment, pride, and happiness.

Why is each of these experiences so memorable and important? You will be able to write down between five to ten works to figure out what is the most important to you. things like enjoyment or

## FINDING BALANCE

obedience, or openness or something else will fit. Look for some of the themes that showed up in the moments that made you happy and proud and fulfilled in the process.

Once you have a list of things that you believe are your top values, you will then need to go through and prioritize some of the top values. This is sometimes seen as the most difficult step because you will need to look deep down to figure this all out. However, it is going to be one of the most important steps in the book because when you are making decisions, you will need to choose between different solutions that are going to satisfy different values. This is when you need to know which value is the most important.

So, how do you get all of this done? Some of the steps that you can follow to help prioritize your top values include:

1. Write down the top values. They do not need to be in any order at this time.
2. Look at the first two values. Consider which one you would satisfy if you could only work on one and then pick the one that is the most important.

3. Keep going through the list. Take the time to compare each value with the others until you have the list in the best order.

## Reaffirm Your Values

Now that you are done organizing the list, you need to make sure that they fit with the vision that you have and your current life.

Think about whether these are the best values for your needs or if you need to change to something else. You should ask yourself some of the following:

1. Do these values make you feel good about yourself?
2. Do your top three values make you proud?
3. Would you be comfortable telling these values to others you admire and respect?
4. Do these values represent things that you should support, even if the choice is not all that popular and it is going to put in you in the minority?

When you consider how important your values are when making a decision, you will be able to maintain your integrity and what

you know is right. This makes it easier to approach all decisions with clarity and confidence. You will also have some peace of mind to know that what you are doing is going to be the best for your future and current satisfaction and happiness, based on what is the most important for you.

The most important thing to remember is that the answers to all of these questions will be different for each person. Each person has their own values and what they find is the most important for them. Do not compare yourself to someone else. Figure out what your values are on your own for the best results.

### **What If I Have More Than One Value?**

It is possible to have more than one value at a time. In fact, most people do. You probably will take a look at the list that we will talk about and all the aspects that come with balancing your life and will want to work on all parts of it at some point. But the important thing to consider is what your biggest values are right now and what you feel is the most important in your life right now.

## FINDING BALANCE

All of the areas of your life should hold some value for you. And your most important value will probably change. If you do not have kids right now, your work may be one of the most important parts out there. But if you do have young kids, you may want to focus more on personal time with them and less on your career for now. It all depends on the unique individual and what works the best for them.

A top-down view of a desk with two silver laptops. The laptop on the right is open, and a person's hands with red nail polish and a gold ring are typing on its keyboard. The laptop on the left is also open but its screen is dark. In the background, there is a book titled 'IN THE COMPANY OF' with a cover featuring several women. A pink sticky note and a white power strip are also visible on the desk. The text 'Balancing Work' is overlaid in white on a semi-transparent dark grey rectangle in the center of the image.

# Balancing Work

## Chapter 2: Balancing Work Without Compromising Your Career

One area that a lot of people struggle with is trying to figure out how they should balance their work and their home life, without sacrificing their career. They have a lot of big ideas on how to create a great career and getting ahead, but they also worry about not getting a chance to spend time developing their family when they are short on time there too.

Prioritizing your work life balance is going to reduce the amount of stress that you have and prevent things like burnouts. This will help lead to a healthier and happier life overall. Recognizing the value of this, many professionals are trying to look for ways to have flexible work days and hours and choosing jobs that help them get ahead while still getting a chance to spend time with the family.

But how are professionals supposed to achieve a good work life balance without having to sacrifice your career ambitions? Some of the steps to make this happen includes:

## Consider How You Work

Finding the right work and life balance is all about redefining the attitude that you have to work and then figuring out where all of your priorities lie. You do not need to do a deep soul search to make this happen, but you can go through and look at some of the practical elements. Map out what you would like to achieve in your personal and professional life, and then put a timeline that is realistic on it.

For example, start by looking at how you divide up the working day, how long you spend commuting, and when you seem to be the most productive. Would remote working make life a bit easier? Is there the right supports for you to achieve success in this business while still being at home sometimes?

Once you have a better idea of what is occupying your time and what you would like to give more of your time and energy to, it is easier to compartmentalize some of the different elements without having unrealistic expectations on yourself. Realize that it is not always possible to get the perfect split with home versus work time. Some weeks you may get more home time and others you may have to do more work time. But if it is balancing out from

one week to the next, this is a good sign that you are focusing on your values.

## Stop Comparing Yourself to Others

This can be important for your personal and professional life. Stop looking to others to validate how happy or successful you feel. While it is a good idea to have some tracker for your progress to make sure that you are performing well, you do not need to add in the progress or the accomplishments of others to make this work.

The biggest issue here is that how well others are doing is not going to be important to your own trajectory for work. Plus, you are probably not seeing a true comparison. Sure, that other person is probably ahead in work, but maybe they do not have kids at home to take care of? Maybe both you and your spouse are working with they have someone at home. The grass always looks better on the other side of the fence, so stop comparing and focus just on your own goals along the way.

## Learn How to Say No

Being collaborative, flexible, and able to help out other colleagues is an admirable trait. But you do need to have a limit if you would like to have some balance in your life. Never become a dumping ground for extra projects, late deadlines, and other projects that others do not want to do. This will cut into some of your free time and can make it hard to have time when you leave work.

When you say yes all the time, your coworkers and boss will start to undervalue your time, instead of appreciating all the extra work that you are putting in. Learn the art of being assertive, but polite, when you tell someone no. This can be hard, but will free up your time and cut down on your stress.

## Leave Work at the Office

All the connections that we can make in our modern world is good for us. It allows us to be in touch with others and know what is going on. But it is impossible to achieve the balance that we want if everyone can reach us at any time of the day. A good way to get this balance is to sign off the work emails and messaging

## FINDING BALANCE

apps and do not take any calls from the office when your hours are done.

Unless you are in a profession that is supposed to save lives, there will never be an emergency that requires you to answer phones when it is after hours. Many worry that setting these boundaries will hinder any chances they have for a promotion. But it is actually a good thing because it helps managers and colleagues understand the value of your time rather than getting ahold of you for everything.

You also do not need to make excuses or explain why you have a life outside of your work. As long as your schedule is not affecting the work that you give to the office, what you do in your free time is none of their business. Enjoy your family and your life while you are off work and save all the work for when you are back in the office later. All that work can wait and you will get a chance to take a break and relax.

A photograph of a family of five sitting in a forest. The family consists of a woman on the left, a young child in the center, a woman in the middle, and a man on the right. They are all wearing denim jackets. The background is a dense forest with tall trees and green foliage. The text "Balancing Family and Time With Loved Ones" is overlaid in white on a dark semi-transparent rectangle in the center of the image.

# Balancing Family and Time With Loved Ones

## Chapter 3: Balancing Family and Time With Loved Ones

Balancing time with your family can be a challenge. You want to create some of the best memories possible with your kids and significant other, along with all of the extended family as well. But getting it all to come together is not always as easy as it may seem. The trick here is to make the most out of the time you do have with your family, and there are a few ways that you can do this.

### Plan Ahead

This may not sound like the greatest way to have fun with your family, but a bit of planning can go a long way. Everyone has a busy schedule and making sure that you are all on the same page and able to communicate will make a difference. Pick a day to hang out together and even plan out the activity so that there are no surprises. Whether it is every week or one night a month, fit it into your schedule to have intentional time with those you love.

This is especially important with extended family members. If you have to travel in order to see them, then you need to get out the planner and figure out what you are going to do with one another. This will ensure that you have specific activities to do and that the time you spend together is never wasted.

## Turn Off the Technology

Do not let all the phones and computers and everything else be on all the time. These can be fun, but they take your attention away from your loved ones and the people you would like to spend time with. You can make a rule to keep them off all night, have them turned off around supper so everyone can talk, or even just have them off by a certain time at night.

With the electronics turned off, you have a chance to talk with one another and actually communicate. No one is going to focus on the phone or the computer. They will focus on the conversation and the people around them. This will be a great thing when you want to get the most out of your family time, so set up some rules and have everyone follow them.

## Listen to the Needs of Others

It is common for many members of the family to spend too much time communicating their needs, and not enough time listening to the needs of others. There is a time and place for you to get yourself heard, but if you focus on this all the time, then you will end up with a mess on your hand.

Learn the language that your loved ones use to communicate with you and listen for it. Rather than hearing the nagging of another person or the tempers of a child, listen to what they are trying to share with you. This will help you to be more open to some of the different ways that they want to communicate to you, and will allow them a way to be open and honest while getting their needs met.

## Use Words of Affirmation

Be careful with the words that you say to your family. Do not waste time being mad or saying things out of anger to your family. There will be times when this is harder to do than other times. But

## FINDING BALANCE

words of affirmation, and breathing happiness and positivity into your family, will make a world of difference along the way.

Try to pick out some words of affirmation along the way. This does not need to be difficult or take up a ton of your time. But let them know that you love them with as much positivity as you can and see what a difference it will make.

A close-up photograph of a man and a woman holding hands. The man's hand is on the left, wearing a dark blue button-down shirt. The woman's hand is on the right, wearing a white sleeve and a ring on her ring finger. The background is a soft, out-of-focus green and yellow bokeh, suggesting an outdoor setting with sunlight filtering through trees. A dark, semi-transparent rectangular box is overlaid on the center of the image, containing the text.

# Balancing Relationships

## Chapter 4: Balancing Relationships to Faster Stronger Social Ties

Social connections are an important part of our daily life. They help us to be aware of the world around us and can be pleasurable for the most part. What can surprise a lot of people is the fact that these relationships are going to help us to stay healthy as well, just like a good diet and adequate sleep can do. Dozens of studies show us that those who have good relationships with friends, family, and a good community will be happier, have fewer health problems and live longer.

The opposite can be true for those who do not have good social ties. They are more likely to have depression and issues with cognitive decline in the future. their mortality is increased as well. This is why having stronger social ties will be so important.

### What Makes Social Connections Healthful?

Scientists are working to figure out both the behavioral and biological factors that will let us account for the health benefits of connecting with those around us. One thing they have found is

that these social connections will help reduce stress, which is bad on the whole body. Caring behaviors can help us to release the amount of stress that we feel through the day.

There are also a range of different activities that will count as social support. Showing affection to others are offering to help others and giving advice can all help. Evidence will suggest that the life-enhancing effects of social support will benefit the receiver and the giver at the same time.

This is encouraging news because caring involvement with others is an easy thing to do and can help bring some more balance into our lives. It will not require a special regimen or special equipment compared to other options and we are able to choose the way that we can engage in it.

## What Counts

The quality of the relationships that you have will matter. When the relationship is strong, such as a highly satisfying marriage, it can help with things like heart disease. Many studies have linked negative interactions with friends and family to poor health. Some

research has even found that when couples are experiencing some difficult times together, their immunity can be lower.

Having a network of relationships that are around you can make all the difference. In a study done in Sweden of individuals 75 and older, those with the lowest risk of dementia were those who had a lot of satisfying contacts with relatives and friends overall.

## How to Strengthen the Ties

Now that we know a bit more about the importance of these relationships, it is time to look at the importance of strengthening these ties. You need to find some of the best ways to strengthen these ties, making sure that you have some of the meaningful connections that you need, and add more balance to your life.

Some of the ways that you can make this happen includes:

1. Focus on the relationships that are the most meaningful to you.

## FINDING BALANCE

2. Choose some good activities that you can do with the people you care about and make some time for them. Do not put them off any longer.
3. Delegate or discard tasks that eat into your time. Choose to do them later or ask friends and family to do them with you.

Relationships are not going to just happen on their own. You need to take the time and effort to make them work well for you. Reach out to others and make time for them. Set up game nights, go out for dinner, and make it to the holidays. The more time that you are able to spend with others, forming these great relationships, the better it will be for your mental and physical health, and the more you will be able to balance out your life.

## Chapter 5: Balancing Your Health And Wellness For A Better You

Your health is so important to your life. When you are able to keep the health in good order, you can handle some of the other stressful things that come up in your life along the way. It is too easy to get out of balance with your health though. It is easy to eat poorly, not have time to be active, and spend too much time on the couch watching television and doing nothing else.

Your healthy is in balance when you stick with mainly good choices that will promote your well-being and your health. This does not mean that all of your choices are good. There are times when you will be worn out and too tired to handle some of the good choices. And as long as it only happens occasionally, you will be fine with the small bad decisions. But when. You make mainly good choices, your life will be healthier and bad health will not slow you down.

One lifestyle strategy that you should use is to aim for moderation and changes that you are able to sustain. Many people are ready to make big changes and they will jump into that with both of their feet first, without really thinking it through. They may set unrealistic goals and then get frustrated when they do not see the

## FINDING BALANCE

results at all. A major lifestyle overhaul may sound nice, but it is often too much to try and do at once.

There are just too many major health choices that we can make each day. A gentle way to handle this is to focus on making more of the good choices and fewer of the bad ones. And when we do make a bad decision, we need to make it small. If we do well all week, but then throw everything out the window, we are still creating an imbalance in the work that we do.

Moderation is an important thing to work for when you would like to have more balance in your life. Be careful about the amount of rope you decide to give to yourself. If you are able to identify some of the key choices that will affect how good you feel, and you are able to stick with them most of the time, a small detour on occasion is not going to stop you.

Along with moderation, you will need to keep your eye on the big picture. There are some choices that may not be good or bad right off the start, but they do challenge us quite a bit. They can even tip the scale in the right direction. But you need to be careful with some of the decisions that you make and choose things that will push you forward, rather than things that will hold you back.

## FINDING BALANCE

The balance that you find with your health has to be individual. But moderation will help. For example, exercising is a good thing. But you do not need to start out with two hours of exercise on a daily basis to see results. Five or ten minutes in the beginning for someone who has never done it before can be a good place to start. Then build up to doing half an hour most days, or an hour every other day.

The same can be said about your eating habits as well. Start with something simple, like adding more vegetables into your diet, cutting out some of the snacking you do, or do intermittent fasting and stop eating at a certain time of night. A few small changes, when added together, will help you to find balance that you need with your health. With these small changes added together, you will be able to see some great results in your health that can last a lifetime.



# Balancing Your Hobbies And Passions

## Chapter 6: Make Life Worth Living By Balancing Your Hobbies And Passions

There are a lot of different plates that need to be handled when you want a balanced life. You need to work with your health, your connections and social life, your family, and your work. This can seem like a lot on its own, but you should also consider how you will spend your free time, doing something that you love.

Hobbies and passions can be the spice to life. They will make things more enjoyable and allow you a way to get out of a rut, to recharge, and to have some fun along the way. Each person will have their own hobbies to enjoy, but you do need to make time for them in your daily life if you want to have some balance and not feel bored and worn out at the end of the day.

There are a number of benefits to having a hobby. If you have a physical hobby, there will be a number of physiological benefits because it will improve the functioning of your brain and your heart rate along the way. This can also help you to balance out your health because it increases your energy, strengthens the bones, builds up muscle, aids in weight loss, and will lower your blood pressure all in one. Some physical hobbies that you can

consider include martial arts, yoga, swimming, camping, and hiking.

Those who decide to carve out some time for the activities they love will see that it is a great way to improve their overall emotional well-being. Hobbies are going to help reduce your stress because they allow you time to relax and will give you a chance to not worry as much about some of the pressing concerns of life like paying bills and work. Hobbies can sometimes help us to feel like we are in control, more than in any other part of our lives. We feel accomplished and happy with something, allowing for better mental health overall.

Hobbies are also a way that we can socialize a bit and then meet some new friends. Social hobbies will allow you a way to make bonds with others, adding some more of the support that you need while reducing your stress levels and ensuring that you are able to balance out your life. There are different groups that you can choose to help meet new people, learn new things, and find some of the support that you need.

Creativity will often come out when it is time to work with your hobby. If you struggle to find a good creative outlet at their work, you may find that working with the hobby. Engaging in a creative

## FINDING BALANCE

hobby is going to be one of the best ways to train the brain to add in some more creativity in other areas of your life. Baking, soap making, sewing, writing fiction, and more will help you with this goal.

Some people will choose the hobby that they need to help them improve some area of their life. Whether they would like to boost their quality of life, see some more self-esteem show up, or something else, a hobby can help make this a reality. You can go through the different methods to find what works for you. journaling, volunteering, doing puzzles, or learning how to meditate will make a difference.

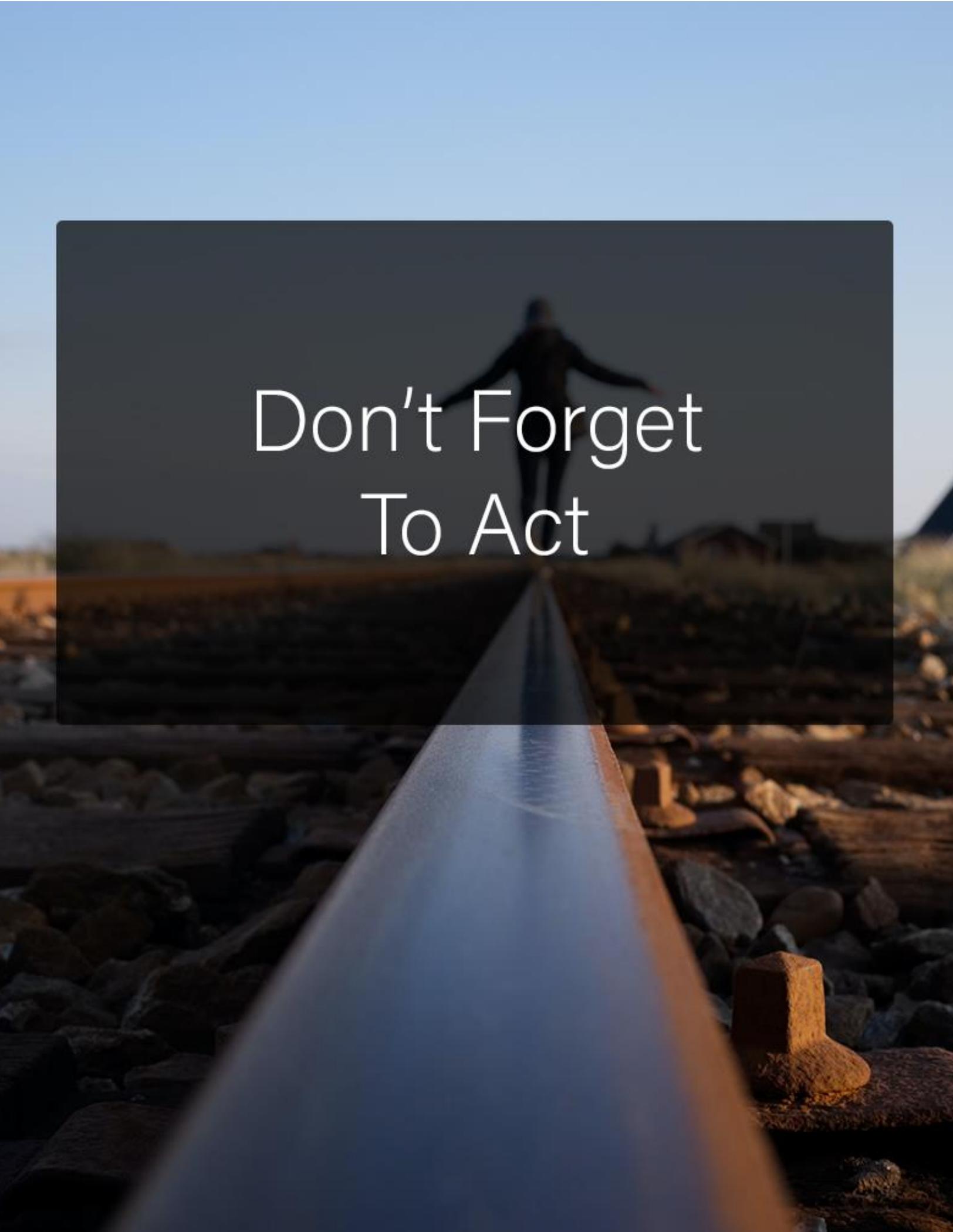
With all of those benefits, it is no wonder that so many people will work to start a hobby that they love, one that is going to get them ahead and give them a way to balance out their lives. Some of the things that you should consider when narrowing down all the choices for a hobby include:

1. Is competition fun for you or would you rather avoid it?
2. Do you like to do activities in a group or on your own?
3. Is there a skill that you would like to learn how to develop?

## FINDING BALANCE

4. Does your daily life have enough physical activity or should you spend more time doing that?
5. Are there things that you liked participating in as a child and would like to try now as an adult.
6. How do you think that this hobby is going to change you or give you a challenge?
7. How much time are you able to devote to the new hobby?
8. Who would you get to interact with when you partake in the new hobby?
9. How much time and money would you be able to invest in the hobby?
10. What are the benefits that you can get from the hobby when you do it?

There are a lot of different hobbies that you are able to work with when it comes to balancing out your life and making some of the big changes that you would like. Take a look at some of the things that you like to participate in to get a break from all the hassle from work and everything else. Finding one that gives you joy and challenges you in new ways will ensure that you can add some of the balance that you need.

A person stands with arms outstretched on a long, straight metal beam that stretches into the distance. The beam is set on a bed of dark, jagged rocks. The background is a vast, open landscape under a clear blue sky. The scene is captured in a cinematic style with soft lighting.

Don't Forget  
To Act

## Chapter 7: Don't Forget To Act

Now that we have taken some time to look at the different ways you can balance out all of the aspects in your life, it is time for you to focus on how to make this balancing act work. This is not something that you can sit back on and hope it works out well. You need to actively pursue balance in your life. It is not enough to read this guidebook, to think about the importance of balance, or even just talk about it. Without action, you will get nowhere.

Action is important when it comes to creating balance. If you value spending time with your family and getting more time with the kids, then you need to be deliberate and put the phone and electronics down. You need to learn to say no and leave work at work when you come home.

If you want to work hard at work and become successful with your work, then you need to make sure that you are smarter with your time there. Most jobs will give plenty of time to get tasks done, as long as you are productive and can manage your time well. And if you still find your plate overloaded, you can teach your manager and other employees to value your time by simply saying no and being more selective on what you are willing to do.

Maybe you have decided that you want to foster some of the relationships in your life. This can be a great thing to do, but you need to make a conscious effort towards it. There are so many other things that will pull at your attention. If you let them, they will take over some of those relationships and you will never be able to get ahead and see the results the way that you want. Set up time to be with friends and family, set up an activity to keep everyone busy, and you will see a big difference in the quality time that you get with those you love.

Hobbies and passions are one of the hardest things to add into your daily life. They are the extras that add so much to your life. But they are also some of the easiest things to put to the side when we get busy. We have to take action and sign up for the classes and get out there to actually do the hobby. Or carve out a little time in your schedule to enjoy some time with the hobby or passion that you love. Even half an hour will work, but you need to prioritize it to make sure that your actions give you the success that you want.

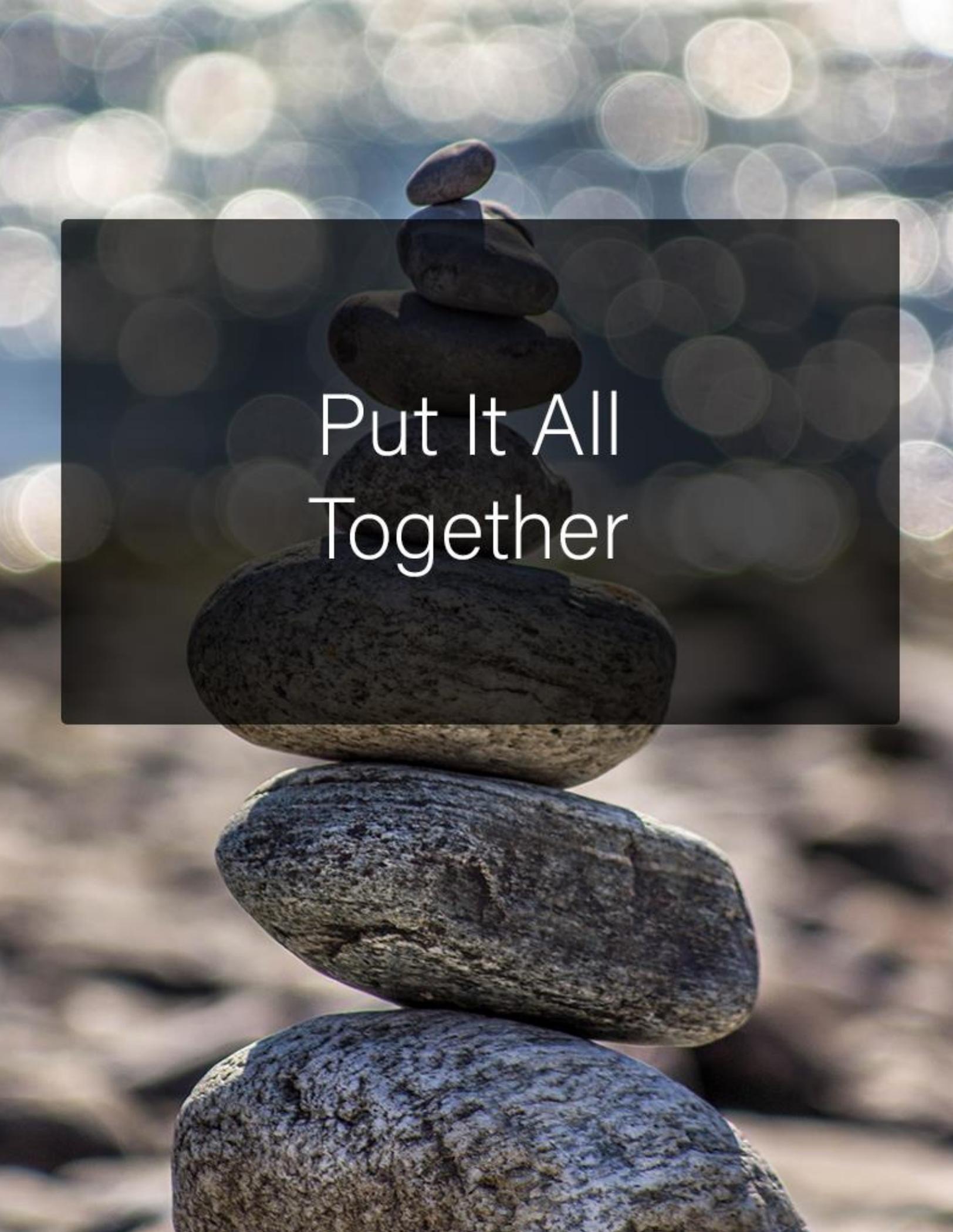
Even when it comes to your health, you need to take the right action steps to make this happen. Healthy eating and exercise do not just happen on their own. You need to make the time,

## FINDING BALANCE

whether you cut out your social media habit or you choose to wake up early in the morning, you have to make the changes. You need to meal plan and shop and get the healthy foods into your diet.

You have to decide what aspects of your life are the most important. And then you need to act on them. None of the chapters above will happen if you do not take action. Spend the time with your family, make time for your health and your hobbies and passion. Learn to say no so your work does not take over your whole life. No matter what is important in your life, make it a priority and then take the right actions to turn it into a reality too. This is the best way to make sure that you are able to finally get the balance that you want.

You can choose the steps you would like to take and you can even come up with a plan for it. Some people like to jump right in and just do all the action steps possible, before they get busy or have to worry about putting something else in place first. Others like to plan it out to make sure that you get it into the day. You pick the style that works for you. But take the necessary actions and see how much balance you can bring into your life with some simple steps.



Put It All  
Together

## Chapter 8: Put It All Together

We have spent a lot of time looking at how important balance is in your life. And we took a look at how you can add some balance to the different aspects of your life too. Now it is time to pit it all together to see how you can make the most out of balance in your life.

Some of the tips that you can use to help make yourself more successful with this include:

### Start Small

It is always good to start out small, rather than just trying to hit it all at once. Starting small is going to make a big difference in helping you be successful. Think about one area of your life that you would like to improve, and make that your priority for now.

Maybe you have noticed that you are not spending enough time with your family and you want to focus on that. Or maybe you have not spent enough time on your hobbies and passions and

you feel like you are failing there with being overwhelmed. No matter what area you think needs the most work, you need to pick one and make that your focus for now.

You can get to the other areas as time goes on. But for now, start with one. It is too hard to try and hit all of them at once. These are all big areas to work with, and they are all important. But you are going to fail if you are trying to hit all of them at once. When you do one at a time and slowly work through them all, you will see how great your success can be.

So, how do you pick which one you should start with? Go back to the first chapter and look to see what some of your values are. These values, or the things that you feel are the most important to you, should be the parts that you focus on first. You can then make your way down the rest of the list.

## **Do One Day At a Time**

Balancing out your time is not something that is going to happen overnight. Too many people will start to work on this, assuming that they are able to work on all the aspects at once and see

results in no time. This is a bad way to get started and can make you feel bad if you are not careful.

Do it one day at a time. For some days, you will do really well on one or two of the aspects of your life that you would like to balance. Other days, you may fail more in those areas. You need to decide that you have done the best possible given your situation and start fresh the next day. This will help you to keep working harder and doing better, without feeling overwhelmed or bad when each day does not go the way that you want.

## Know When to Say No

Saying no is probably one of the hardest things that anyone is able to do when it is time to find balance in their lives. Whether it is no to going to another family event, no to another activity for the kids, or no to something that work wants you to get done, the word no is a hard one to say in so many aspects of your life.

We don't like to say no. We worry that those around us are going to be mad if we say no, that they will be disappointed or hold it against us. At work, we may worry that someone will get mad and

## FINDING BALANCE

we will not get that promotion that we would like. For the kids, we do not want to disappoint them. And with family, we feel like we will become the black sheep and have the people we love be made at us all the time.

However, there are times when you have to say no. if you give all of yourself all the time, others are not going to value your time. They will continue to ask for more and more, making it harder for you to have any free time later on. If you want others to value your time and just ask for things that they really need, then you will need to learn how to say no.

This will help to clear up your schedule more than anything else out there. Plus, it will make it easier for you to show others that your time is valuable and you do not need to be there for everything all the time. As for the kids, it is hard to disappoint them, but this helps them to learn how to manage their own time as well.

## Stop Adding More Activities

It is fun to have a full schedule. You get to see good friends, spend time with your family, and try something that is a lot of fun for everyone. You also get a chance to let your kids play some sports, be in activities and clubs, and have a social life. There is nothing wrong with having a busy schedule on occasion.

But sometimes, it can get to be too much and you need to know when to say no in your social life as well. When your schedule is already filled to bursting, it is time to cut out an activity and stop adding more. If everyone feels like they are running around too much, rather than having fun with the activity, then it is time to pick a few activities to cut out completely, giving everyone some breathing room that they did not have before.

## Take Time to Breathe

Sometimes the best to get the balance that you want is to take some time to breathe. When you are running around all the time with work, family obligations, and more, it is easy to get tired and worn out. Modern life is busy, and no matter how much we try to

balance it all, sometimes we just need to take a break and relax a little bit. We need to put it all down and just take a break.

You can do this by yourself to get a break or even with your family. But make it a goal to have a day of doing nothing but having some fun. It does not need to be planned at all. You can spend time watching movies, going to the park, walking, playing games, or something else. But avoid all of your responsibilities for the day and see what a difference it will make in your health.

## **Cut Out the Electronics**

Electronics are going to get in the way of so much during your day and can really throw your balance off. While there are a ton of benefits to these, they will cut into your productivity and can really make it hard to spend quality time with your family.

At work, how much time do you spend looking on your phone or checking your email. If you really took a look at it, you may be surprised at how much time is wasted that could be spent on the rest of your work instead. Cut out the electronics and gain an

hour or more in your work day to really focus on your work instead.

Electronics can be a really big issue for families. When everyone is focusing on their phones or social media when you should be spending time focusing on one another, you may finish the quality time and feel like no one got any time together. When everyone puts the phone down and makes an effort to only spend time with one another, it will work out so much better for everyone and can bring more balance in your life.

## Consider Time Management

If you are taking a look at all of the different areas that you need to balance out and you feel overwhelmed and tired just looking at it, then it is time to make some changes to your time management skills. Everyone has the same number of hours in the day. It is how we use those hours that will determine whether we are able to get balance in our lives.

Learning how to balance things out a little bit better will make a difference. Consider how you can get more done during the day,

or what items you can cut out of the schedule. If you get to work and waste a half an hour on social media, cut that out and see how quickly you are able to get things done. If your email or phone ringing seems to slow you down on your work, then it is time to turn those off or put them on the other side of the room so they do not distract you.

You can even consider what time of day tends to be the best for you when it comes to being productive. Some people do great when they get the work done in the morning. Others may find that they are too tired or out of it to work at all in the morning and do their best work in the evening. Consider finding a job that allows you to work during this more productive time so you can focus on family and other obligations the rest of the day.

## **What is Your Organizational Pattern?**

You need to consider what your organizational pattern is. For some people, they like to do things right away, without thinking about it. If they do not just jump in on something, they will never do it. Planning may work for other people, but for this group, they need to just go in without thinking or they will talk themselves out of doing it at all.

## FINDING BALANCE

For others, having a plan is important. They need to schedule time to do the hobby, time with their family, time to visit friends, and so on to make sure that it all gets done and nothing gets left out.

Both of these methods can be effective. But you need to pick the one that will work for you and brings in the balance that you need. If you are a planner, just winging it all is not going to work out for you that well. Pick the method that will help you get it all in and learn how to get the balance that you want.

Balancing your life is an important task to get done in your life. This will ensure that you are able to get the peace and happiness that you truly need. When one or more parts are lacking because another one is taking over everything, it can lead you to feeling overwhelmed in life. When you take a little time to balance out all of the aspects, you will see a world of difference in how great you feel overall.

The image features a background of teal water with concentric ripples emanating from the bottom center. A dark grey rectangular box is positioned in the upper half of the frame, containing the word "Conclusion" in a white, sans-serif font.

Conclusion

## Conclusion

Finding balance in your life is going to be one of the hardest things to do. There are so many things that can go wrong and just a little something, like some stress at work or an illness, is often enough to send all your hard work out the window. Finding a way to have balance in your life will make all the difference.

There are different things that you will need to work through to make this happen. You need to know what is the most important to your happiness first. From there, you can decide what will make it all work together. From balancing your work, your family and time with loved ones, relationships with others, your health and wellness, and even your hobbies, you will be able to find some of that inner peace and happiness that you have always wanted.

Peace and happiness are here for you to take, provided that you are willing to put in some of the dedication and time that are necessary to handle all of these different plates. Working through one point at a time and then bringing them all together will make this a reality for you in no time.