



**Work/Life Balance
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Work/Life Balance Success Secrets.

We seem to be living in a time when there is so much emphasis on **having it all**. There is nothing wrong with the concept. Previous generations also wanted to have it all, just for them that meant:

*Enough food on the table,
A roof over their heads,
Their loved ones around them,
And
Their 'Sunday best' in the wardrobe.*

Nowadays **having it all** seems to have changed its emphasis a little, O.K. a lot! We feel the need to have the biggest, fastest, most current, latest, flashiest item available. Never stopping and enjoying what we actually have. In the process we are suffering the consequences of our lives being knocked out of balance.

Companies take advantage of how quick technology develops by trying to brainwash us into thinking that we must have the **latest version** because it is better. This isn't always true. Usually it is overpriced, has bugs in the system that need to be worked out and really isn't an improvement on the older version.

You could end up like a hamster on his wheel running and running in circles but never stopping to smell the flowers (I'm sure hamsters do enjoy smelling flowers).

If you want to achieve a balanced life, it will take effort and determination to live the life you want.

In order to live the life you want some of the 'latest things' of a rapidly changing life will need to be put to the side to concentrate on what you need (or don't need) to create your newly balanced life.

The following steps will help you on your way to achieving the balance you are looking for. **Purely Peppermint** is here with any help and advice you may need in re-balancing your life.

1. What is important?

You need to sit down and spend some time thinking about and deciding on.

What is truly important in your life?

Is it?

- Money
- Time
- Your Health
- Friends
- Possessions
- Spending less time at work
- Being happy

How many **cars, TVs, computers, shoes, 'things'**, do you need? Are they adding to your balanced life or causing it to be uneven?

It isn't always about money, but money is a necessity to modern life. How much of a necessity is what you need to decide. Look into your finances, create a spreadsheet and find out what salary you realistically need to earn so that you have the sort of life you would like - **not the one that TV and gossip magazines say you should have.**

With this information you have a better idea of what is important in your life. What areas are currently bringing you happiness and balance and what steps can you take to bring more of both to your life?

How can you?

- Be happy with how much money you have
- Make better use of your time
- Look after your health
- Spend time with friends
- Enjoy the possessions you have
- Spend your time on what you want
- Be happy

2. How time is spent

As much as most experts talk about and give tips on time management **I have something terrible to tell you**..... There is no such thing as 'time management' only 'self management'. Time is constant; it is what each individual does with their time that is different.

In order to see **how good you are at self management**, you need to find out where you are currently spending or using up your time.

Keep track of your time for the next week. Use a notebook and jot down what you do, how long it takes and if you felt it was effective/efficient/useful or a shocking waste of time.

- Is there anything you can do differently?
- What areas are you spending too much time on when it is not necessary?
- What changes can you make to have better self management?
- What change will you make from right now?

3. Set priorities

In point 2 you have had a chance to look at how you are spending your time. Now with that new insight let's set some effective priorities.

There is a saying **work smarter not harder**. It seems simple but it's not always simple to put into practice. Setting priorities is one of the ways to work smarter and making sure the urgent items which will allow you to succeed are completed on time.

It is a well known fact that people who set goals, accomplish more in their lives. Have your goals written down, and then do what is necessary to accomplish them by setting priorities

There are different ways to set priorities depending on what works best for you.

One method is to spend 5 minutes in the morning writing down everything you need to do that day while working towards your goal. This method is usually attractive to people who like to cross tasks off a list.

Another method is to have the goal in sight, then when you start a task ask yourself if **it will help you to accomplish your goal**. This method is attractive to people who relish and succeed in a slightly less regimented structure.

4. Willing to change

I mentioned in the intro. that in order to achieve what you are aiming for, you need to put the effort in. That effort will be easier if you are willing to take a **walk on the wild side and do something new.**

Don't blindly keep doing 'things' the same way you always have and expect a different result.

In point 2 you looked at how you were using your time and came up with changes for better **'self management'**. Now have the confidence and courage to implement those changes and see what results you achieve.

If the results are not exactly as you had expected, then have the flexibility to alter by using the further information gained.

In order to have **work/life balance** you will need to make changes and be willing to make those changes. Some may hurt a little more than others. But in the end you will be glad you changed.

To make sure you are implementing change.....

What idea from **how time is spent will you start doing from right now?**

5. In your control

Unfortunately you can't change what anyone else does –*If I could, my husband would buy me flowers every day-* You can only change what is in your control.

Take personal responsibility for your **work/life balance**, and make the changes necessary to get back in balance. Look at the areas you have control over and see how you could do them differently. Incorporate those changes into your life.

An example of a situation that may not look to be in your control is:
Your boss wants you to work too much overtime-

What can you do to only work the hours you want?

- Talk to your boss about the problem
- Look for work that has the hours you like. (This may seem extreme but again you can only change what is in your control)
- Just say no (more on that next)

There are always options available that are in your control. Sometimes they may not seem very comfortable but only you can create the life you want.

6. Having it all syndrome

I mentioned in the intro about the hamster on his wheel running and running and running in circles, always trying to get somewhere that doesn't exist.

You could be working every hour possible trying to get the latest- ipod, car, computer, phone or the **must have thing**, only to realise that once you have bought it **the thing** isn't bringing you any happiness and is already **out of date**.

The result could be that you would need to work every hour possible to get the next latest new thing.

..... Are you feeling like a hamster yet?

The **having it all syndrome** is an unhappy illness with many negative side effects.

Have a look at what information you thought of in part 1. Is there anything you can draw on from learning about what is important in your life that you will be able to take (2 tablets and call me in the morning) as a cure to the **having it all** disease.

During my travels around the world I have discovered that the happiest people I would come across are the ones who live slightly simpler lives.

I don't mean they lived on communes; danced at the full moon and wore tie dye (although I do like a bit of tie dye).

They were regular people
With regular lives,
Regular jobs
And
Regular partners.

They had regular problems, regular struggles and regular issues but didn't have the syndrome. They were not running and running in circles, but did stop to smell the flowers.

An important part of achieving balance is to learn how to be satisfied with what you have (that does not mean putting up with an unhealthy situation).

It is **OK** to want and aim for things, to work hard, have accomplishments and to focus on what you consider success. Just don't expect it to make you feel any happier, fulfilled, or valued because of it.

At the end of the day like everything, it is about having the correct balance.

7. Learn to say No

It is impossible to do everything that you are asked to do; there simply is not enough time in the day.

- If you are a people pleaser, learning to say no can be extremely difficult.
- If you are a people pleaser, you may worry that when you say no people will start to dislike you or think you are unreliable.
- If you are in business, saying no to work that isn't suitable or you simply don't have the time for **will not** be the down fall of your business.

Learning to be comfortable with saying no is vital to your work/life balance

There will be times when it is **better to say 'no'**, than **to say 'yes'** and become stressed because you really don't have the time to do it. Be honest with people when saying no, they will respect that more than you saying yes and letting them down.

In previous points, you have decided what is important, seen how you spend your time and learnt about setting priorities. So when something arises that doesn't complement any of these **it is time to say no**.

So when next you are asked to do something, but you can't, **confidently say no**

8. Find a hobby

If you say you have nothing to do but work, then it is about time you find something you would love to do and be committed to spending time on it.

Make sure your hobby **ignites passion, excitement, complete enjoyment** and **allows you to let your hair down**.

In order to be more successful at work, get along with those around you, and look after your health, it is very important that you have some **down time**.

So go and find a hobby.

9. Have movement

An important area for keeping your life in balance is to have movement or exercise in your life. Your body was built to move, and it benefits from exercising so that you can keep your body, the well tuned high powered machine it is.

Exercise can:

Release stress

Create focus

Encourage motivation

Be fun

And allow you to eat chocolate (maybe that's just me)

The experts say, exercise, exercise, formal exercise. Well that's not to everyone's liking and doing something you don't like is difficult to maintain long term.

Look at the subject in a slightly different way and bring movement - *whichever movement you feel comfortable with and enjoy*- into your life.

If the gym fills you with fear, dread or depression, than make an effort to walk instead of taking the car. Take up horse riding or play music and have a good dance around the house. It doesn't matter which movement you do - just have regular movement.

10. Good nights sleep

The benefits of having a full night of sleep are limitless. **It is necessary for your physical and mental health and well being.** Get into the habit of going to bed and getting up at the same time everyday so that your body can get used to a regular routine.

With all the movement you now will be having in your life, a good night's sleep is just what you need.....enjoy.

In Conclusion

Thank you for taking the time to read through **Purely Peppermint's** Success Secrets. I hope you found them, enjoyable, entertaining, educational and enlightening.

In the hustle and bustle of life you can get caught up in all the things you feel you should be doing without realising the consequences. It is important to step back and re-evaluate how you are doing and see whether your balance needs to be re-addressed.

Take the time to do so.

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