

# WORK/LIFE BALANCE

## AUDIO RECORDING & WORKSHEET

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Hello!

Thanks for purchasing the Work/Life Balance Audio Recording. This audio, taken from an actual client call, will help you experience firsthand what it takes to create life balance.

My intention is for you to walk away from these exercises with simple, tangible action steps you can implement right away.

These worksheets are for you to use as you listen to the recording so you can make notes about what you discover, brainstorm ideas as they come to you, and create action steps at the end to start developing greater balance in your life – right now! So, print out this document and have it handy before you listen to the audio recording.

And, as a bonus for you, there are extra tips on the last page about creating and maintaining balance for yourself.

Let's get started - It's time to take time for yourself!!

A handwritten signature in blue ink that reads "Hallie Crawford". The signature is fluid and cursive, with a stylized "H" and "C".

# BALANCING WORK AND PERSONAL LIFE

## Creating Life Balance

### *A few notes about balance:*

Life balance is defined as the balance between the major dimensions of our lives, illustrated in the life balance wheel below. Focusing upon what is truly important to you is the first step towards achieving life balance. The next step is to make changes in your life as needed, to develop greater balance.

Life balance looks different for everyone, because everyone has different priorities in life. It is very much an individual picture, and finding that picture requires self-reflection and focused time thinking about what is really important to you in your life.

Being out of balance can make us feel like our life is leading us, instead of us being at choice. The results of being out of balance are increased stress, feeling like someone else is driving the bus and we are not in control of what happens to us, a sense that our life is leading us instead of the other way around, and being less productive and less fulfilled.

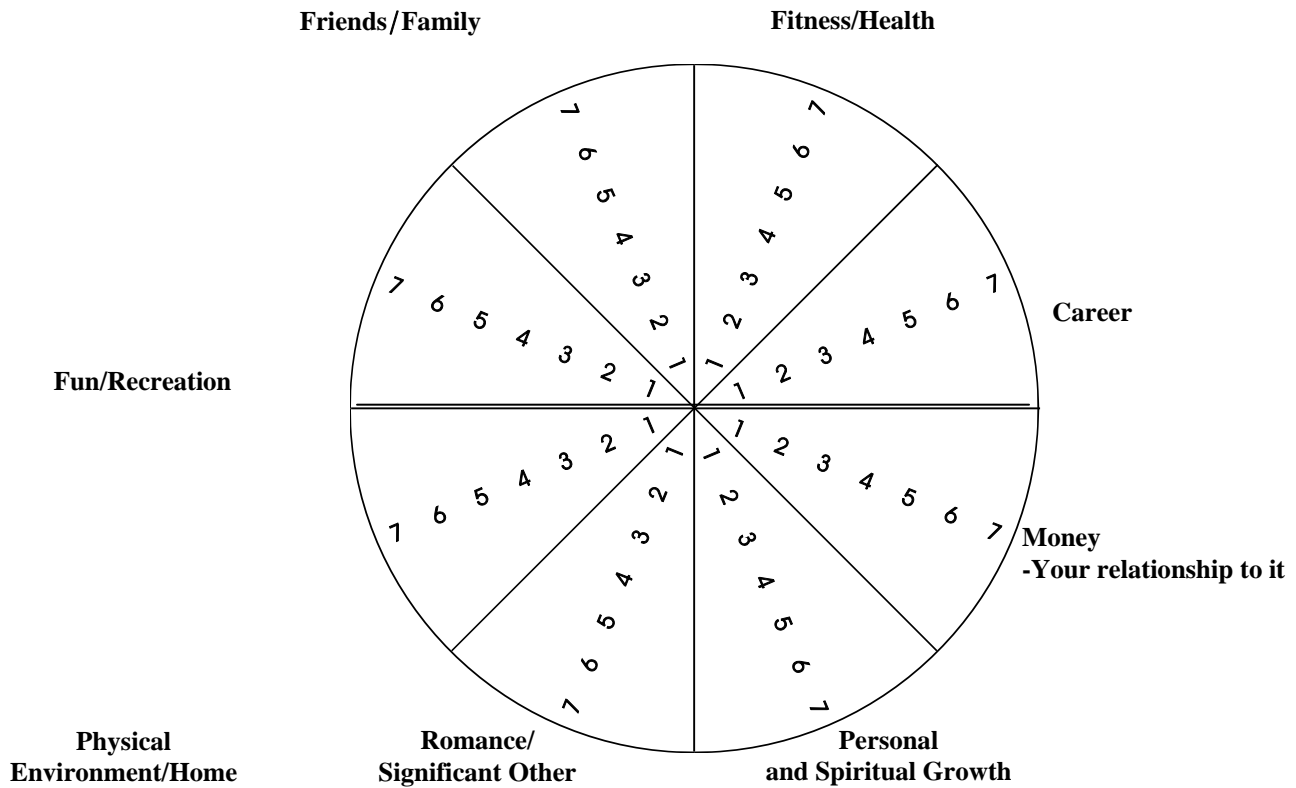
When your life is in balance, you will feel a greater sense of fulfillment. You'll be more effective at work. Your health will improve and you'll experience less stress. For these reasons and more - balance is important!

Let's get started: What does life balance look like for you?

Turn to the next page and complete Step One: Identifying what is truly important.

## Step One – Identifying what is truly important

Within each area, type or circle the number that best represents your level of satisfaction in that area of your life. ("7" = Satisfied; "1" = Dissatisfied)



**Now, connect the dots.**

Imagine how your car would travel if the wheels were in this shape!

Let's change that - Turn the page and complete Step 2 – Take Action.

## Step Two – Take Action

Identify the three lowest rated areas on the life balance wheel. (Those areas on the wheel that are closer to a “1” meaning you’re not very satisfied with them.)

Write those areas below and explain why you gave them a low number. For example, did you rate fitness/health at a “2” because you haven’t worked out in months and just want to start exercising again or because you need to lose 10 lbs? Be specific with why you gave each area the number you did.

3 lowest rated areas on balance wheel and why:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now, like I did with Mary in the audio recording, brainstorm possible action steps you can take to move these three areas up the scale in the next week. What changes can you make in each of these three areas in the next week to move their numbers up the scale towards a “7”?

### Here are some examples of action steps you can take:

- If fitness/health is low, you may want to commit to researching gyms in your area and choosing one to join in the next week.
- If your personal/spiritual growth is low, you may decide you need to start taking a class in the evenings to focus on your personal growth. Commit to identifying one by next week.
- Or if your relationships with friends and family seem to be suffering, make a commitment to calling one friend or family member per week to catch up with them and re-connect.

**In the space below, write down your Action Steps & the Deadline for completing them:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Create a Reminder:**

Finally, do you need to put a post it note on your fridge, or write your action steps in your planner to ensure you remember to do them? Come up with a way to hold yourself accountable for the actions you have just committed to.

Congratulations! By completing these 2 worksheets, you have just taken the first steps towards developing greater balance in your life. Now turn to the next page for some final thoughts on balance and bonus tips.

## Final Thoughts on Life Balance & Bonus Tips!

Now that you know what you want your life to be about in the different dimensions of balance, you may think that you *should* have balance permanently in your life. This may disappoint some of you, but no such thing as permanent balance exists. It is an oxymoron.

Balance cannot be permanent because nothing in life is permanent. I do not know anyone who has a continuously balanced life. However, you now know what is important to you, and when feeling out of balance, you can easily look and see what is missing and *choose* to put it back in.

### Bonus Tips

#### #1 – How to handle the times when you are out of balance

There will be times in your life when you *choose* and may need to be temporarily out-of-balance. For instance, you have just begun a new job, are starting your own business, are getting married, or traveling around the world. Any of these things may be big priorities for a certain time period and can throw your life out of its typical balance. That's ok! The important thing to note is that you *choose* to make them a priority, and take steps to manage that transition time.

***The following two steps are crucial when choosing to live your life out of balance for a certain period of time:***

1. Communicate this as a priority to others in your life, and ask for their support and understanding during this time frame.
2. Set a time-period for this project. When it is over, reassess and bring your life back into balance. Do not be tempted to take on another similar project immediately after completing this one. That is how your life gets and stays out of balance. This is particularly true for overachievers.



## #2 – Better managing your work time

Managing your time at work so it doesn't take over your personal life is a vitally important part of creating life balance. There are many ways you can better manage your time and how you do it will depend on your personality, your job, your co-workers and what works best for you. Here are some tips to help get you started:

1. Concentrate on quality over quantity. Don't let yourself become a slave to your to-do list. Focus on performing your tasks well, not just checking them off the list.
2. Know the goals of your job and how you are being evaluated so you know where to focus your time.
3. Plan ahead and prioritize your time. Plan your work and your schedule – for the day, the week and the month. It will help you become more organized and efficient with your time.
4. Develop a life outside of work! People who have hobbies and extra-curricular activities outside of work tend to be more fulfilled because their lives are in greater balance. And let's face it, if you have something to do after work, you'll be more likely to leave on time and force yourself to be more productive and efficient at work.

**I encourage you to start today on the path towards greater work/life balance!**

**Good luck on your journey and contact us if you help with your life balance or blasting off in your career goals.**