

LIFE/BALANCE RESOURCE SHEET

Self-evaluation: Signs of Being Out of Balance (check the boxes that apply to you)

- Working too many hours
- Frequent complaining.
- Physical symptoms such as headaches, fatigue, digestive issues.
- Thinking more about “what’s not getting done” than doing what needs to be done.
- Friendships are distant or compromised.
- Ignoring important parts of your life.
- It’s been a long time since you took a vacation or a day off.
- A feeling of constant pressure.
- Being jealous of people who seem to manage well.
- Ignoring physical, emotional or spiritual needs.
- Feeling out of control.

Tips for achieving Balance

- Do not take on something else (another project, volunteer commitment) until you let go of something else.
- Find places to belong, to share, to be listened to.
- Find out what you really need (It’s OK to have needs and to express them)
- Learn to make requests.
- Understand what is involved before you make a commitment (timeline, expectations).
- Take a “snow day.”
- Use your body as much as your mind---walking, dancing....any movement.
- See where you are out of balance—too much work? Too much time in front of a computer? Too much unstructured time? Not enough time with friends? Too much mental activity? Not enough enjoyment?
- Ask for support.
- Clear your mind of repetitive “to-do” thoughts.
- What parts of yourself and your life have you been neglecting? Body? Spirit? Play? Intimacy? Finances? Home?
- Notice that working harder does not improve your balance.
- Notice that liking all your busyness does not justify the lack of balance.
- Take time at the end or each day for quiet reflection.
- Find a system to keep track of your commitments so they don’t take up disk space in your mind.

- Schedule a time-out each day. Start with just a few minutes of doing nothing or quiet reflection.
- Let go of activities that no longer serve you.
- Spend time in nature each week or each day.
- Remember you are more than your activities.

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