



Daily Stress, Balance and Work-Life Survival Guide

What is balance?

Activity: Balance, for me, means...

What are values?

Activity: What are my values? (See examples on page two.)

Examples of common values

Accountability	Fitness
Achievement	Focus
Adventurousness	Freedom
Assertiveness	Generosity
Balance	Grace
Belonging	Gratefulness
Calmness	Growth
Carefulness	Loyalty
Challenge	Intelligence
Commitment	Joy
Community	Leadership
Compassion	Love
Competitiveness	Making a difference
Consistency	Mastery
Contentment	Merit
Continuous Improvement	Obedience
Contribution	Openness
Control	Patriotism
Cooperation	Positivity
Courtesy	Practicality
Creativity	Preparedness
Curiosity	Professionalism
Dependability	Reliability
Devoutness	Resourcefulness
Diligence	Results-oriented
Discipline	Security
Diversity	Self-actualization
Drive	Sensitivity
Effectiveness	Serenity
Efficiency	Service
Empathy	Stability
Enthusiasm	Strategic
Excellence	Strength
Excitement	Structure
Expertise	Success
Faith	Support
Family	Teamwork
Happiness	Thoroughness
Hard Work	Thoughtfulness
Health	Timeliness
Helping Society	Tolerance
Holiness	Trustworthiness
Honesty	Truth-seeking
Humility	Understanding
Independence	Uniqueness
	Unity

Life hacks to simplify your life

Invest your time wisely

Stop being a people pleaser

Activity:

Name one situation where you usually say “yes” when you usually mean “no.”

How will you say “no” to this situation?

Decrease clutter

Avoid ineffective multi-tasking

Delegate

Activity:

What's one thing you are willing to delegate today—at work or home?

Who will you ask to complete this task?

Additional resources:

Prioritizing Tasks – use this simple formula to help you prioritize

Urgent – schedule these items first. These are your high-priority items on your task list. Do them today.

Important – schedule these second; these items are important but not urgent. If you do not complete them, move them to the next best day to work on them. Be mindful not to let them slip between the cracks. As their deadlines approach, they also become more urgent and move into the first category where you will lose choice as to when to do them.

Optional – these items are neither urgent nor important and are often what we keep pushing off to another day. Reconsider if these items need to be done at all. If you have rescheduled them three times, chances are these can be dropped from your list.

Effective Scheduling

1. Identify the time you're willing to devote.

Only you can determine how much time you need and are willing to spend on any one task. You have a good understanding of the requirements of your job, as well as personal and professional goals. These two factors will help you identify how much time you will dedicate to your work.

2. Schedule in the essential tasks you must carry out to reach your goals.

Once you have established the amount of time you are willing to dedicate to each life area, it's time to start the scheduling process. The first step is to block out time to do essential tasks. These are the tasks that you must do to get your job completed each day, manage your obligations, take care of your health, support your relationships, etc.

3. Schedule in high priority urgent tasks and vital activities.

Next, make your to-do list and prioritize everything that needs to get done. Be sure to schedule all your high-priority tasks on your calendar first. This would be anything that needs to get done today or is essential for completing a task tomorrow. These are tasks that can't be delegated.

4. Schedule an appropriate amount of time to handle unpredictable interruptions.

Remember Murphy's Law? "Anything that can go wrong will go wrong." Don't dwell on it but plan for it. Know that something could happen to throw you off your schedule and have a contingency plan in place in case that occurs. Also, remember that in all reality we are interrupted many times throughout our day. Make sure to plan extra time for those interruptions, which will give you flexibility and help decrease stress.



Your Values—Role Assessment

My Role (E.g., worker, family member, friend)	What I value about this role is...	On a scale of 1-10, how important is this role? (1 lowest-10 highest)	On a scale of 1-10, rate how satisfied you are with your current behaviors in this area.	What could I do differently to feel more in balance?

To determine if you're on track, ask yourself the following questions:

- Are my roles in line with my values?
- Am I proud of my roles and the values they represent?
- Would I be comfortable sharing my roles and values with people I respect and admire?
- Do my roles and values make me feel good about myself?

If you answered "no" to any of these questions, go back and re-evaluate your roles and determine what you can do differently

