

## **Tips to maintain balance in your life:**

**Create a list of priorities:** What are your long-term and short-term goals? What types of relationships do you want in your life? What should you make sure you do to relax and unwind? What needs to be added to or subtracted from my activities for me to know I am living my life by my priorities? What's most important to me? What unhealthy habits need to be corrected? How will my choices affect other members of my family? Create a list of all priorities that come to mind.

**Create a plan:** How are you going to specifically make your goals happen? Think through your priorities and create a plan for each.

**Balance is an ongoing process:** Don't get frustrated

**Get organized:** In addition to having your priority list and plan, you need to have everything in life organized to achieve balance. Your house and workplace need to be clean and organized. You need a "To Do" list.

**Watch for extremes:** Don't allow yourself to take anything to the extreme and focus on only one thing out of your entire priority list. This will cause you to miss out on other things that should be priorities and balance will not be achieved.

**Do one thing at a time:** In our busy world, we find that we multi-task on a regular basis. Try to focus on one thing at a time. Put all attention and concentration on that specific task. If you notice that you're feeling overwhelmed identify which task needs to be done first and complete that before moving on.

**Maintain rituals:** Stick with your routines!

**Practice radical acceptance:** Be aware of what is in your control and out of your control. Replace negative thinking with positive thinking!

**Remember gratitude's:** Be thankful for what you have. Make a conscious effort to not focus on things you don't have.

**Say No:** Do you find yourself saying yes to too many activities and requests? Give yourself time to stay home and focus on yourself, relaxation, etc. Remember every "no" is a "yes" to something else!

**Self Care:** Make sure to do at least one nice thing for yourself everyday.

**You don't have to be a perfectionist:** Be realistic!

**Declutter your schedule:** What are the things you must do this week? Month? Is everything you have planned a 'must-do'? Does everything planned fit with your

values? What looks very exciting on your upcoming schedule? What do you look at and find you dread? Make choices from all of this information!