

LIFE BALANCE WORKBOOK

BALANCE

HOW TO ACHIEVE LIFE BALANCE
IN A WORLD THAT'S FOREVER
GETTING FASTER

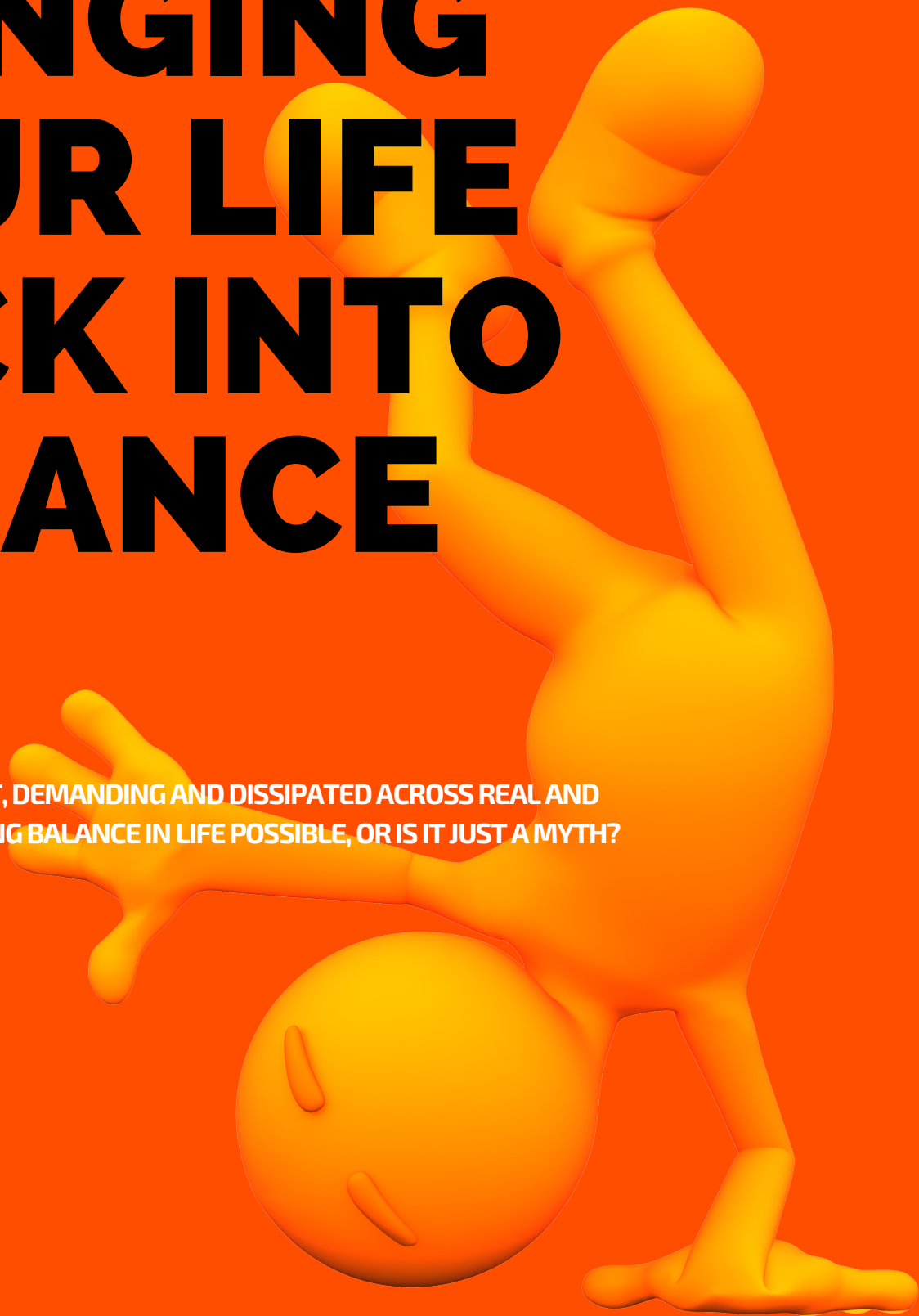
CREATED BY KAIN RAMSAY

⊕ **A WORKBOOK FOR**

BRINGING YOUR LIFE BACK INTO BALANCE

By Kain Ramsay

**21ST CENTURY LIFE IS FAST, DEMANDING AND DISSIPATED ACROSS REAL AND
DIGITAL WORLDS. IS FINDING BALANCE IN LIFE POSSIBLE, OR IS IT JUST A MYTH?**



HOW TO ACHIEVE LIFE BALANCE IN A WORLD THAT'S FOREVER GETTING FASTER



Today's fast-moving world has made it harder than ever to achieve balance in the frenetic lives of millions of people all around the globe.

But what if it was possible to stop the unwanted cycle of stress, fatigue and frustration and bring balance back into your life? Is life balance genuinely possible, or is it just a cruel and heartless myth?

A few years ago, I learned the hard way that nothing in life is ever as chaotic as it seems. Nothing is worth diminishing our health over. Nothing is worth casting ourselves into a pit of anxiety, stress, and personal chaos.

At times in the past, I have physically and mentally exhausted myself through working irregular 12-14 hour days. Throughout this season in my life, I was committed to reaching given targets, beating company records, achieving personal bests and fighting my way up the corporate food chain.

I can vaguely remember a conversation with an old colleague on this subject. At one point in the discussion I said 'Yeah, but what can you do, a man's gotta eat!' and he answered, 'There's always something you can change, and there's always something you can do.'

Although this statement was very simple, it hit home and resonated with me on a very deep level. As I thought about it, I recognised what I had just heard was true. We all have a choice about how we invest or waste the time that is given to us.

We each have moments when we allow others to cause us to react emotionally, especially in anger or frustration (at times when we're not getting the things we want). Usually, we regret these responses later, and we vow never to allow ourselves to behave in this way again.

Those in life, who learn to manage themselves and their time are those who often go on to accomplish great things. There's an ancient Chinese proverb that states;

'The person who can manage themselves, is an individual who's fit enough to govern a nation.'

When we become entrenched in a busy, high-stress, and diary-filled lifestyle, we tend not to look outside of our trench. Unless something shakes us up, we can easily fail to see even the most practical options that are available to us to bring calm and balance back into our lives.

Although we each have different interpretations of what work-life balance looks like, most people, in principle, hold a similar view of what life balance means: to have time available for doing the things we're passionate about, outside of a work-focused environment.

Life balance could mean spending more time with family, more time on self-development, time socialising with friends and community or even having more time to spend at the gym getting into better physical shape.

There are a few occasions during our brief time on planet Earth when we experience great flashes of personal insight, great moments of truth that immediately change the course of our lives forever. Most of those experiences result from our most significant life failures, not from our biggest successes.

Failures can teach lasting lessons that completely transform our perspective towards life and especially life balance.

People often assume that achieving life balance is about making radical life changes, but this is seldom true.

Drastic life changes will always take time and can often be difficult to implement. For most of us, it's wiser to adopt the mantra "one step at a time", because making minor adjustments in the way we live our lives can end up having a huge long-term impact.

So, having read this far, I'm hoping that you have some idea about areas in your life that you'd like to make these adjustments. But if not, read on, and you'll have a chance to identify where you'd like to focus.

The following exercise will help you to break your life down into seven primary areas so that you can highlight the specific areas in your life that are currently out of balance and therefore identify the likely causes of your stress and frustration.

People with a healthy life balance have clear prioritisation between work, which combines their career, education and ambitions and lifestyle, which incorporates their health, leisure and relationships.

No one in life is perfect, and no one will ever achieve complete contentment in all of their main life areas. However, it's always possible to establish a better life balance - and this is what you're about to do!

"My point is, life is about balance. The good and the bad. The highs and the lows. The pina and the colada."

— Ellen DeGeneres

Life balance is an ongoing process, which will always be shaped by the strategies that we use to manage our lives. It's within these strategies that we often wind up misplacing our priorities and find ourselves falling out of balance.

This questionnaire has been developed to give you a holistic overview of all your seven most important life areas, before identifying the particular life areas in which you need to make immediate improvements.

An ancient proverb says, "The journey of a thousand miles begins with a single step." You've probably known people reaching the end of their life's journey who looked back on the life they'd lived, and said, "If only I'd done things differently... If only I'd made better choices... If only I'd spent more time with my family or children ..."

Unfulfilled lives are always filled with "If onlys". These are the last words of those people who let life happen to them, rather than living it. Life is full of countless opportunities, for great successes and even more significant failures.

It's up to you to take the initiative, to make use of each opportunity that comes your way. Because if you don't, you stand at risk of being condemned to a life of mediocrity and regret — and no-one wants this!

So don't delay - complete this life balance questionnaire today.



The late personal development expert Stephen Covey once suggested that:

'Without a clear focus on our guiding values and priorities, each of us runs a real risk of successfully climbing a very long ladder only to find it leaning against the wrong wall.'

This is why our core priorities are worth regular consideration, repeatedly, habitually and anytime we're about to devote time and energy to a new given pursuit.

Areas of Importance:

- Social & Family Relationships
- Career & Educational Aspirations
- Money & Personal Finances
- Physical Health, Recreation & Leisure
- Life's Routine Responsibilities
- Giving Back to Society & Contribution
- Mental, Emotional & Inner Wellbeing

The importance placed on these life areas will differ from person to person. However, if we can maintain an element of focus in all of our life areas, we will be more likely to achieve this healthy life balance.

By focussing on each area of importance, in turn, we create awareness within us of what aspects of our lives need to be improved.



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"Grow with discipline. Balance intuition with rigor. Innovate around the core. Don't embrace the status quo. Find new ways to see. Never expect a silver bullet. Get your hands dirty. Listen with empathy and overcommunicate with transparency. Tell your story, refusing to let others define you. Use authentic experiences to inspire. Stick to your values, they are your foundation. Make the tough choices; it's how you execute that counts. Be decisive in times of crisis. Be nimble. Find truth in trials and lessons in mistakes. Be responsible for what you see, hear, and do. Believe."

— Howard Schultz



EXERCISE 2

Q) How would you like to be remembered?

In consideration of the last two stories (Marianne Theresa Johnson-Roddick & Dolores Aguilar), spend 10-15 minutes preparing the best case scenario of what the people you care about the most will write about you on your tombstone. It's this inscription that becomes the greatest vision for your life, and also the factor which you weight up all of your future decision making against.

This exercise should help you to establish a new standard and perspective for your life. You will define what's most important to you, and also there way in which you must conduct yourself in relation to other people for the remainder of your days

REST IN PEACE

REST IN PEACE

PRACTICE
HERE!



MAIN LIFE AREA 1:

SOCIAL AND FAMILY RELATIONSHIPS

Work through the questions & grade your answers from 1 – 10 circling or highlighting the number that feels right to you, be instinctive and don't agonise over it.

1	My family relationships are very important to me	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
2	I am satisfied with my family relationships	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
3	I am close to my parents, and our relationships are healthy.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
4	I am close to my children, and our relationships are healthy.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
5	The people who matter the most in my life accept me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
6	Social relationships are important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
7	I am satisfied with my social relationships	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
8	I have close friendships with people I can be myself around.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
9	I have a good (real world) social network/ am part of social groups.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
10	I am good at connecting with new people.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
11	I get along with my neighbours and the people in my area.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
12	How satisfied are you with your romantic relationship/s?	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
13	How happy are you with the overall quality of your relationships?	Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a personal vision statement about about an area/s in your relationships that you'd like to make changes in:

"Man maintains his balance, poise, and sense of security only as he is moving forward." - Maxwell Maltz

MAIN LIFE AREA 2:

CAREER & EDUCATION ASPIRATIONS

Work through the questions & grade your answers from 1 – 10 circling or highlighting the number that feels right to you, be instinctive and don't agonise over it.

1	Achievements are important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
2	I am satisfied with my career achievements to date	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
3	How fulfilled are you in your current work environment?	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
4	I look forward to going to work each day	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
5	My career stimulates and develops me as a person	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
6	I have a healthy & rewarding work/ life balance.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
7	My career is offering me advancement and reward	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
8	Strong working relationships are important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
9	I am happy with my current working relationships	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
10	My working environment is positive and supportive	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
11	Do you find contentment and fulfilment in your current career?	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
12	I would urgently like a career change.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
13	If I died today, I would be happy with the legacy I'll leave behind.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a personal vision statement about about an area/s in your career or education that you'd like to make changes in:

"There is no decision that we can make that doesn't come with some sort of balance or sacrifice." - Simon Sinek

MAIN LIFE AREA 3:

MONEY & PERSONAL FINANCES

Work through the questions & grade your answers from 1 – 10 circling or highlighting the number that feels right to you, be instinctive and don't agonise over it.

1	Being financially capable is very important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
2	I am content with my current financial effectiveness.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
3	I have enough money to meet my current wants.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
4	I have enough money to meet my current needs.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
5	I know my exact monthly outgoings.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
6	I always know what's in my bank account/s.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
7	Being generous to others is important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
8	I am satisfied with how generous I currently am..	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
9	I am satisfied with how much I give to others	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
10	Charitable contribution is very important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
11	I am satisfied with how charitable I currently am.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
12	I am willing to step out of my comfort zone & take new risks to generate more income.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
13	I worry a lot about my current financial situation.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a personal vision statement about about an area/s in your personal finances that you'd like to make changes in:

"To establish balance in our personal finances, it's crucial that we learn to live within our means." - Kain Ramsay

MAIN LIFE AREA 4:

HEALTH, RECREATION & LEISURE

Work through the questions & grade your answers from 1 – 10 circling or highlighting the number that feels right to you, be instinctive and don't agonise over it.

1	Establishing a healthy work/ life balance is very important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
2	I worry a lot about my current financial situation	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
3	Physical health is critical to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
4	I am very happy with my current physical health	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
5	I am very happy with my current physical fitness levels.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
6	Having plenty of 'free' time is very important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
7	I am very content with the amount of free time I have.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
8	My physical appearance is very important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
9	I am content with my current physical appearance.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
10	I can handle my stress and anxiety levels effectively.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
11	I very much enjoy life outside of work/study.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
12	I am able to do things I enjoy frequently.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
13	I have room for improvements in my life outside of work and/or study.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a personal vision statement about about an area/s in your personal/social life that you'd like to make changes in:

"If you're interested in balancing work & pleasure, stop! Instead, make your work more pleasurable." - Donald Trump

MAIN LIFE AREA 5:

LIFE'S ROUTINE RESPONSIBILITIES

Work through the questions & grade your answers from 1 – 10 circling the number that feels right to you, be instinctive and don't agonise over it

1	Managing routine tasks around the home is important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
2	I am satisfied with how I currently handle routine tasks.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
3	I am disciplined in paying my routine household bills.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
4	I could be more disciplined in managing my bills & other important responsibilities.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
5	Prioritizing my responsibilities is important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
6	I am satisfied with how I prioritise my responsibilities	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
7	A well-managed home environment is essential to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
8	I am satisfied with my current home environment.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
9	Dealing with home issues promptly is important to me.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
10	Home life would be easier if I had a better system in place for managing my routine responsibilities.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
11	I worry a lot about my routine responsibilities.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree
12	My life would be so much easier if I were more disciplined in managing my routine responsibilities around the home.	Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a vision statement about about how you could become more efficient in managing your routine responsibilities:

"Success is nothing more than a few simple disciplines that are practiced every day." - Jim Rohn

MAIN LIFE AREA 6:

CONTRIBUTION & GIVING BACK TO SOCIETY

Work through the questions & grade your answers from 1 – 10 circling or highlighting the number that feels right to you, be instinctive and don't agonise over it.

- 1 I feel it's important to contribute back to society and make a difference. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 2 I am satisfied with how much I currently give back to society. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 3 I regularly make a positive impact in the lives of other people. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 4 I am satisfied with the amount of difference I make in the lives of others. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 5 Leaving behind a meaningful legacy is important to me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 6 I am happy with the current legacy that I would leave behind. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 7 I encourage and support those closest to me often. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 8 My time is mainly spent focussing on myself and my immediate needs. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 9 I get involved with and support a social initiative that I genuinely believe in. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 10 Those closest to me find great value in me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 11 My peers or co-workers find great value in me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 12 Someday my children will be proud of the way in which I've lived my life. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 13 I could make more effort in contributing back to society. Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a personal vision statement about about how you could begin making a greater impact in your culture or society:

"Try not to become a person of success, but rather try to become a person of value." - Albert Einstein

MAIN LIFE AREA 7:

MENTAL, EMOTIONAL & SPIRITUAL HEALTH

Work through the questions & grade your answers from 1 – 10 circling or highlighting the number that feels right to you, be instinctive and don't agonise over it.

- 1 Being mentally healthy and strong is very important to me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 2 I currently feel I am very mentally healthy and strong. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 3 Being emotionally healthy and strong is very important to me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 4 I currently feel I am very emotionally healthy and strong. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 5 I am confident and secure in who I am as a person. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 6 The way in which I am currently living my life is very fulfilling. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 7 I am very content with the way in which I am currently living my life. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 8 Being spiritually healthy and strong is very important to me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 9 I currently feel I am very spiritually healthy and strong. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 10 I regularly invest time into developing myself spiritually. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 11 I am consistently competent at managing my emotions. I have good self-control. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 12 My emotions will often manage me. I am undisciplined in self-control. Disagree 1 2 3 4 5 6 7 8 9 10 Agree
- 13 Negative and destructive emotions will often get the 'better' of me. Disagree 1 2 3 4 5 6 7 8 9 10 Agree

Notes: Write a personal vision statement about how you can begin developing yourself mentally, emotionally and spiritually:

"A successful man is one who can lay a firm foundation with the bricks others have thrown at him." - David Brinkley

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