

# Finding Balance: Work & Life

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1. **DEFINE SUCCESS. DEFINE WORK + LIFE BALANCE.** Many have defined success as having a high salary, corner office and promotions. This thinking has led many to burnout and have stress-related illnesses. In being connected to the world 24/7, we could be losing our connection to what truly matters. How do you define success and what does a work + life balance look like in your life?

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2. **SET GOALS, PLAN AND PRIORITIZE.** Without clear goals you may feel drained and lower your productivity. Decide what is important to you, write it down and be intention toward those goals. Be specific in your goals.

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3. **SAY NO.** We feel a need to please those around us, so it is tough to say no to others. The transition is difficult at first, but only agree to things that are important to you. This will give you significantly more time and power to commit to things that matter most.

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4. **STICK TO YOUR WORK HOURS.** Be intentional and plan your day to ONLY work during your work hours. We will always have more work to do, before you know it, you'll be working past dinner every night. Use time-management to focus on the important tasks that help you towards your goals. Let go of perfectionism, the healthier option is to strive not for perfection, but for excellence.

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5. **UNPLUG AFTER HOURS.** Make quality time true quality time. Turn off your phone or work email notifications at home to help you will stay focused on enjoying the moment with your family and friends. Prepare yourself mentally to unplug from work and remember that "family time" on your calendar is just as important as a scheduled "client meeting."

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**6. TAKE CARE OF YOURSELF FIRST.** When we focus on taking care of our mind, body and soul first, we are a better employee, employer, parent and friend. Schedule time every day for something that nourishes your soul. Start small with deep breathing exercises during your commute, a quick one to five minute meditation session morning and night or grounding your senses in your present surroundings, are great places to start.

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**7. SCHEDULE PERSONAL FUN TIME.** When you have a personal issue or problems at home, it can be tempting to bury yourself in your work. Don't do it my friend, deal with the problem head on and then enjoy the people in your life. Plot out a fun day to re-connect with those you love.

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**8. DO WHAT YOU LOVE.** What activities sets your soul on fire? Is it spending time with family, hunting, fishing, yoga, walking in the woods, crafting, attending sporting games, happy hours or traveling something you love? Schedule time to do the activities you love, they will energize and refresh you and your ideas will flow more easily when at work. Draw boundaries to devote quality time to these high-priority people and activities

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**9. GET MOVING.** Engaging in physical activity sends oxygen and nutrients to your body's cells, helping your body work more efficiently and boosting energy levels. Schedule your exercise on your calendar and make it an appointment that cannot be canceled. A healthy body means you have a clear and more focused mind, which means you will complete tasks in less time. So, you DO have time to exercise!

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10. **BE POSITIVE AND AVOID NEGATIVE PEOPLE.** There will always be people complaining about something. When it is an event or situation that you do not care about, getting caught up in it is draining. Instead, avoid office drama. Do not let yourself get distracted from things that you do not care about. See the opportunity and not the obstacle, there is always a positive spin. Tell yourself positive statements about yourself and visualize yourself accomplishing your goals.

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11. **CONTROL YOUR STRESS.** Stress-induced emotions consume huge amounts of energy. Even low chronic levels of stress erode energy levels, so over time you find yourself doing less and feeling it more. To reduce stress try talking to a friend, going for a walk, reading, practice meditation or yoga.

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12. **TAKE REAL BREAKS AND VACATION TIME.** Take time off and freshen your perception. Have support set up so you can truly be on vacation. For example, a company uses this as a standard vacation email response: "This email has been deleted for \_\_\_to have a true vacation, it has been sent to \_\_\_\_\_. If you would like to send this person an email, please do so after \_\_\_.

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13. **REFLECT.** At the end of each day, think about how you used your time and how you could be more efficient. Were you on Facebook too long? Or watching too much TV at home? Did email or internet surfing sends you into a time-wasting spiral? How can you be more productive and add more fun into your day? What kind of self-care makes you feel refreshed in your body, mind and soul? What's most important in your life? Establish rules to keep you on task.

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14. **CREATE AN ACTION PLAN.** Now that you know keys towards finding a work-life balance, what is one thing that you'll plan or commit to doing differently? Or what is your top takeaway from today's talk?

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**BONUS.** To discuss your action plan in future detail, please contact me directly at 612.720.1335 or [info@mindfulhealthwithlori.com](mailto:info@mindfulhealthwithlori.com) to arrange a complimentary discovery health coaching session.

I meet with clients via video conferencing, phone or in-person, so you can be located anywhere in the world. Integrative Health Coaching is perfect for anyone motivated to improve his/her health. I coach each person differently, depending on their own unique needs. Investing in yourself is the best investment one can make. Please note, I typically have a wait-list, so please contact me today!

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## CONTACT

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