

# LIFE BALANCE



## HOW TO FIND MORE BALANCE IN YOUR LIFE

I always knew you could do it!

## Life Balance

Workbook

# How to achieve life balance in a world that goes so fast



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**A Workbook For:**

**Bringing your life back into balance**

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# How to achieve life balance in a world that goes so fast

Today's fast-paced world is making it harder than ever to strike a balance in the highly unbalanced lifestyle for millions of people around the world.

But what if it is possible to stop the unwanted cycle of stress, fatigue and frustration and restore balance to your life?

Is it really possible to regain the balance of life, or is it just a cruel and heartless myth?

A few years ago, I learned (the hard way) that nothing in life is as chaotic as it seems. It costs nothing to harm my health. Nothing is worth eating in stress, anxiety, and personal chaos.

In the past, there were times when I was physically (and mentally) exhausted because I worked 12-16 hours a day + caring for children and home. I had to face so much difficulty until I realized, "that there is always something that can change and there is something that can be done."

This statement resonated with me on a very deep level and became one of those that define life.

Each of us has a choice how to invest (or waste) the time we are given.

We all have times when we allow others to hurt us and make us react emotionally, especially in despair or anger (for example, when we do not receive the things we want.) We often regret later those words spoken in anger and we say to us that we will never do it again and act like that.

Those who learn to manage themselves in life, who learn to manage their time, are those who usually accomplish things.

There is a proverb which states:

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

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We have our boxes that we go into ourselves and we don't look outside. When our life is under intense stress, and we become those busy people with busy lifestyle we do not look outside our boxes unless something shakes us.

Although we all have different interpretations of what life balance looks like, most people generally share the same idea of what life balance means: **To have available time for doing the things we're passionate about, outside of a work focused environment.**

For some people, life balance can mean more time with family, more time spent on develop ourselves, or even more time in the gym to improve your physical body.

During our brief sojourn on planet Earth, there are several instances where we experience great flashes of personal insight, great moments of truth that change our lives forever.

Most of these experiences are the result of our most significant failures in life, not our greatest successes. Often the failures that so many of us learn are enduring lessons that completely transform our perspective on life. People often assume that achieving a balance of life is associated with radical changes in life, but this is rarely true. Radical life changes will always take time and can often be difficult to implement.

For most of us, it is more sensible to take a step-by-step approach, because making minor adjustments in our major areas of life can have a huge long-term impact.

Answering the questions in this book will help you understand what areas of your life need to be changed if you are not sure yet.

People with a healthy life balance have a clear priority between work (which includes their careers, education) and lifestyle (which combines their health, leisure and relationships.)

No one in life is perfect and no one will ever achieve complete satisfaction in all his basic areas of life. However, it is always possible to strike a better balance.

Life balance is an ongoing process, which will always be shaped by the strategies we have for managing our lives. When we set our priorities wrong, we can find ourselves out of balance.

This questionnaire is designed to give you a comprehensive overview of all seven of the most important areas of your life.

You probably know people who, looking back on the life they lived, and they say: "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 kids ..."

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Life is full of countless opportunities, great successes and failures.

But ... it's up to you to take the initiative, to take every opportunity that comes your way. Because if you don't, you run the risk of being sentenced to mediocrity - and no one wants that!

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

Someone had said:

**'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.'**

That why it is worth to review our top priorities regularly, repeatedly.

There are some areas in life that are important to all of us. These are mainly:

- 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 that various people place on these life areas will always differ. However, if we can become able to maintain an element of focus in all of our living areas, we will be made more likely to achieve this healthy life balance.

When we define those areas of importance, we create awareness within us of what areas in our lives need to be improved.

The following page questionnaire was created to give you a balanced overview of all your most important life areas.

Once completed, you will be able to identify the specific areas in which you really want to make changes.

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- ✓ Grow with discipline.
- ✓ Balance intuition with rigor.
- ✓ Don't embrace the status quo.
- ✓ Find new ways to see.
- ✓ Never expect a silver bullet.
- ✓ Get your hands dirty.
- ✓ Listen with empathy and communicate 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.
- ✓ Be decisive in times of crisis.
- ✓ Find the truth in trials and lessons in mistakes.
- ✓ Be responsible for what you see, hear, and do.
- ✓ Believe.

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Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

### MAIN LIFE AREA 1 : SOCIAL AND FAMILY RELATIONSHIPS

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

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

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

## Life Balance - Workbook

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

### MAIN LIFE AREA 2: CAREER & EDUCATION ASPIRATIONS

- 1 How important is being financially effective to you? \_\_\_/10
- 2 How satisfied are you with your current financial effectiveness? \_\_\_/10
- 3 You have enough money to meet your current wants. \_\_\_/10
- 4 You have enough money to meet your current needs. \_\_\_/10
- 5 You know what your exact outgoings are each month. \_\_\_/10
- 6 You always know what's in your bank account/s. \_\_\_/10
- 7 How important is being generous to others to you? \_\_\_/10
- 8 How generous are you currently being towards others? \_\_\_/10
- 9 How satisfied are you with how much you give to others? \_\_\_/10
- 10 How important is charitable contribution to you? \_\_\_/10
- 11 How satisfied are you with how charitable you currently are? \_\_\_/10
- 12 How willing are you to step out your comfort zone & take new risks to generate more income? \_\_\_/10
- 13 How much do you worry about your current financial situation? \_\_\_/10

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

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Make a plan where your money will go!



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Work through the questions & grade your answers from 1 – 10 with 1 being ‘High’ importance, and 10 being ‘Low’ importance.

### MAIN LIFE AREA 3: MONEY and PERSONAL FINANCES

- 1 How important is being financially effective to you? \_\_\_/10
- 2 How satisfied are you with your current financial effectiveness? \_\_\_/10
- 3 You have enough money to meet your current wants. \_\_\_/10
- 4 You have enough money to meet your current needs. \_\_\_/10
- 5 You know what your exact outgoings are each month. \_\_\_/10
- 6 You always know what’s in your bank account/s. \_\_\_/10
- 7 How important is being generous to others to you? \_\_\_/10
- 8 How generous are you currently being towards others? \_\_\_/10
- 9 How satisfied are you with how much you give to others? \_\_\_/10
- 10 How important is charitable contribution to you? \_\_\_/10
- 11 How satisfied are you with how charitable you currently are? \_\_\_/10
- 12 How willing are you to step out your comfort zone & take new risks  
to generate more in come. \_\_\_/10
- 13 How much do you worry about your current financial situation?

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

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**Success is a bad teacher for life. He seduces smart people to believe that they cannot lose.**  
- Bill Gates

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Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

### MAIN LIFE AREA 4: HEALTH, RECREATION & LEISURE

- 1 How important is establishing a healthy work/ life balance to you? \_\_\_/10
- 2 How satisfied are you with your current work/study/ life balance? \_\_\_/10
- 3 How important is your physical health to you? \_\_\_/10
- 4 How happy are you with your current physical health? \_\_\_/10
- 5 How happy are you with your physical fitness levels? \_\_\_/10
- 6 How important is having plenty of 'free' time to you? \_\_\_/10
- 7 How content are you with the amount of free time you have? \_\_\_/10
- 8 How important is your physical appearance? \_\_\_/10
- 9 How satisfied are you with your current physical appearance? \_\_\_/10
- 10 I can handle my stress and anxiety levels effectively. \_\_\_/10
- 11 How much do you currently enjoy life outside of work or study? \_\_\_/10
- 12 Are you able to do things that you enjoy frequently? \_\_\_/10
- 13 I have room for improvements in my life outside of work and/or study. \_\_\_/10

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

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

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Work through the questions & grade your answers from 1 – 10 with 1 being ‘High’ importance, and 10 being ‘Low’ importance.

**MAIN LIFE AREA 5: LIFE'S ROUTINE RESPONSIBILITIES**

- 1. How important is managing routine tasks around the home to you? \_\_\_/10
- 2. How satisfied are you with how you currently handle routine tasks? \_\_\_/10
- 3. Are you disciplined in paying your routine household bills? \_\_\_/10
- 4. Could you be more disciplined in managing your bills & other important responsibilities? \_\_\_/10
- 5. How important is prioritizing your responsibilities? \_\_\_/10
- 6. How satisfied are you with how you priorities your responsibilities? \_\_\_/10
- 7. How important is a well-managed home environment to you? \_\_\_/10
- 8. How satisfied are you with your current home environment? \_\_\_/10
- 9. How important is dealing with home issues promptly to you? \_\_\_/10
- 10. Would your home life be easier if you had a better system in place for managing your routine responsibilities? \_\_\_/10
- 11. How much do you worry about your routine responsibilities? \_\_\_/10
- 12. How much easier would your life be if you were more disciplined in managing your routine responsibilities around the home? \_\_\_/10

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

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



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Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

### MAIN LIFE AREA 6: CONTRIBUTION & GIVING BACK TO SOCIETY

1. How important is contributing back to society & making a difference to you? \_\_\_/10
2. How satisfied are you with how much you currently give back to society? \_\_\_/10
3. You regularly make a positive impact in the lives of other people. \_\_\_/10
4. How satisfied are you with the amount of difference you make in the lives of others? \_\_\_/10
5. How important is leaving behind a meaningful legacy to you? \_\_\_/10
6. How happy are you with the current legacy that you would leave behind? \_\_\_/10
7. How much do you encourage and support those closest to you? \_\_\_/10
8. My time is mainly consumed focusing on myself and my immediate needs. \_\_\_/10
9. You get involved with and support a social initiative that you genuinely believe in. \_\_\_/10
10. Those closest to you find immense value in you. \_\_\_/10
11. Your peers or co-workers find immense value in you. \_\_\_/10
12. Someday, your children will be really proud of the way in which you've lived your life. \_\_\_/10
13. I could make more effort in contributing back to society. \_\_\_/10

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

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

Work through the questions & grade your answers from 1 – 10 with 1 being 'High' importance, and 10 being 'Low' importance.

### MAIN LIFE AREA 7: MENTAL, EMOTIONAL & SPIRITUAL HEALTH

1. How important is being mentally healthy (and strong) to you? \_10
2. How mentally healthy (and strong) do you currently feel? \_10
3. How important is being emotionally healthy (and strong) to you? \_10
4. How emotionally healthy (and strong) do you currently feel? \_10
5. Are you confident and secure in who you are as a person? \_10
- 6.. How fulfilled are you with the way in which you're currently living your life? \_10
7. How content are you with the way in which you're currently living your life? \_10
8. How important is being spiritually healthy (and strong) to you? \_10
9. How emotionally spiritually (and strong) do you currently feel? \_10
10. I regularly invest time into developing myself spiritually. \_10
11. I am consistently competent at managing my emotions. I have good self-control. \_10
12. My emotions will often manage me. I am undisciplined in self-control. \_10
13. Negative and destructive emotions will often get the 'better' of me. \_10

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

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

**GENERAL LIFE-EVALUATION QUESTIONS**

**Q 1) Summarize what your ideal life would be like.**

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**Q 2) What are the main challenges (or difficulties) that you're facing in bringing your life back into balance?**

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**Q3) What areas of your life are working really well for you at the moment? (e.g.. Family, work, fitness etc.)**

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**Q 4) What immediate changes do you need to make your life to feel more balanced?**

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**Q 5) What words might other people use to describe you? (In relation to how balanced you are)**

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**FINAL EXERCISE:**

To finish of this workbook, write a personal vision statement for each of your 7 life areas.

A personal vision statement is just 'the best-case scenario' description of what you would like to achieve or accomplish in each of your main life area.

Whatever you write down as your vision statements can become goals that you can commit to working towards over the next 6 - 12 months.

**VISION STATEMENT**

**1: Social & Family Relationships**

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**2: Career & Educational Aspirations**

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**3: Money & Personal Finances**

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**4: Health, Recreation & Leisure**

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**5: Life's Routine Responsibilities**

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**6: Contribution & Giving Back**

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**7: Mental, Emotional & Spiritual Life**

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End of Workbook Summary:

It's important to remember that life balance is an ongoing process and not just a means to an end. Life balance is much more than merely stating that you want something to happen but is more about indicating the specifics of what you are GOING TO MAKE happen!

Unless you define the specific goals that you have for each of your main life areas, the chances of you actually achieving these goals will always be somewhat limited.

Hopefully by now, though, you have set some goals for yourself that are significant, meaningful, and will improve the quality of your life (or others), once you have put in the hard work to achieve them.

So, the question I leave you with is: **Which of your 7 main life areas are you going to bring back into balance first?**

Notes

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For further help, please send me your results on [elevatetoprevail@galyayan.net](mailto:elevatetoprevail@galyayan.net) and schedule session with me here <https://bit.ly/2DhEEMj>

# Congratulations



## How to Find More Balance in Your Life

I always knew you could do it!

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