

**QUIZ
HOW
BALANCED
IS YOUR
LIFE?**

Personal Reflection

Use the following time sheet to record what you were doing at the following times during the past week. In the final column, indicate the type of activity it constitutes:

- W** = Work Responsibility
- H** = Home Activity
- O** = Other Activity/Obligation
- M** = Things done for "Me"



DAY	TIME	ACTIVITY	W. H. O. M.
Monday	6:30 a.m.		
	2:00 p.m.		
Tuesday	10:00 a.m.		
	4:30 p.m.		
Wednesday	7:30 p.m.		
	7:00 a.m.		
Thursday	12:00 noon		
	8:00 p.m.		
Friday	11:00 a.m.		
	5:30 p.m.		
Saturday	12:00 midnight		
	9:30 a.m.		
Sunday	4:00 p.m.		
	9:30 p.m.		
Saturday	10:00 a.m.		
	2:00 p.m.		
Sunday	10:00 p.m.		
	10:00 a.m.		
Sunday	2:00 p.m.		
	9:00 p.m.		



TAKE ACTION

Here are some tips to help you take action in managing your time more effectively:

- **Prioritize**—You need to know what matters to you.
- **Simplify**—It doesn't have to be picture perfect, at home or at work (Martha Stewart had 20 people to help her carve the pumpkins).
- **Plan**—Create a schedule that is reasonable. Remember that your schedule is to help you, not make you its slave. "If it's not done, it's okay!"
- **Make choices**—Balance chores you like with those you don't. Don't turn leisure activities into chores.
- **Eliminate**—Give up something and schedule a "free night" or "free day" at least once a week.
- **Get help**—Utilize your support system! This might include family, friends, colleagues, paid help, agencies, etc.
- **Delegate**—Consider how chores/responsibilities can be balanced among each family member or, at work, delegated to students and colleagues. Delegating often requires teaching others initially and backing off when it is not done. Make sure that you are not taking on responsibilities that are not yours.
- **Procrastinate**—It's okay ... everything doesn't have to be done immediately!

Remember
*If you don't like
the way you
feel, change it!
It is your
responsibility.*

LEARN TO SAY "NO"

We must learn to say "no"—without feeling guilty! The next time you are asked to do something you don't want to do, you don't have to do, and you shouldn't do, but feel that you must do anyway:

- Say "no."
- Give no apology or explanation.
- Offer no alternatives or fair exchanges.
- Stand your ground.
- "Laugh" when negative comments get back to you.
- Forget about it.

Sometimes simply choosing different words or having a different attitude can help you to manage the many aspects of your life more effectively. For example:

CHANGE YOUR VOCABULARY AND ATTITUDE

LET GO OF!	TAKE ON!
Should Shouldn't Have to Must	Choose Want to
Always Never	Sometimes Occasionally
No one Everyone	Some people
Increasing your guilt	Making empowering choices
Feeling guilty about the past. Worrying about tomorrow	Learning from the past Planning for tomorrow

*The teacher's
work is never done.
It doesn't matter
how many hours
you devote to it.*

*Classroom teacher with
25 years experience*

Looking Ahead

Jot down your major responsibilities in any of the roles or situations that apply to you:

▶ As a spouse/partner

▶ As a parent

▶ As a caregiver of a relative

▶ As a grandparent

▶ In a new work assignment or location

▶ As a member of a school-related or federation committee

▶ For extra-curricular activities

▶ As a student taking courses

▶ For housecleaning

▶ For meal-planning/shopping/cooking

▶ For household finances

▶ For lawn mowing/gardening/snow shovelling

▶ As a volunteer or leader in my church or service club

Comment on what is left for you.

Think about what you might change to attain greater balance in your life.

