



10 Tips for More Life Balance

1. Separate out all the different important aspects of your life. Think of one thing you could do in each of them in the next week to one month.
2. Select the most important of the above and schedule these activities on your calendar.
3. Make commitments realistic.
4. Make life goals individually and with your family.
5. Let go of things that are not important.
6. Take time out to have some fun and relaxation.
7. Regularly get a good night's sleep.
8. Eat healthy.
9. Have an exercise routine and stick to it.
10. Consider applying organizational strategies at home.



Organize Your Workspace

S SORT

P PURGE

A ASSIGN

C CONTAINERIZE-
COLORIZE-
CATEGORIZE

E EQUALIZE
(Find balance each
day and week)