

STRATEGIES FOR CREATING BALANCE

Gaining Control

With so many competing demands on our time, life can begin to feel out of control. The following are some tips to help you to gain – or regain – control.

- ❖ **Schedule and make plans**
 - Make a master list of “to-do’s”
 - Delegate when possible
- ❖ **Take care of yourself**
 - Make yourself a priority
 - Schedule leisure time for yourself
- ❖ **Organize your home**
 - Get rid of clutter
 - Prepare meals ahead of time
 - Hire someone to clean as often as you can afford
- ❖ **Get organized at work**
 - Eliminate extraneous clutter
 - Purge your work space of old, useless files
 - Clean on a schedule
- ❖ **Use time management**
 - Make a list of tasks at the end of each work day
 - Spend a few minutes each morning formulating goals
- ❖ **Take stock of goals**
 - Examine your work priorities make sure you are performing tasks which help you meet your goals
- ❖ **Make your commute count**
 - Listen to books on tape (book’s you’ve always wanted to read)
 - Use self-talk process thoughts and ideas – use a tape recorder
- ❖ **Set “people” priorities**
 - Be honest with yourself about who adds value to your life and who drains you emotionally without returning support
- ❖ **Feed your soul**
 - Spirituality, meditation, volunteer work, gardening, or anything you find therapeutic
 - Focus on personal growth
- ❖ **Live beneath your means**
 - Lower your stress level by reducing financial worries
 - Make a budget and stick to it