

LIFE BALANCE CHECKLIST

- Time balance:
 - Avoid long “to do” lists, and get things done promptly.
 - Hit deadlines and fulfill the expectations of others.
 - Get a full night’s sleep—minimum of seven hours.
 - Pay bills on time, complete reading material, file all reference needs.
 - Build in time for regular exercise—at least an hour every other day.
 - Spend daily time with family, friends, and significant others (even traveling).
 - Take at least one vacation of some sort every quarter.
 - Break projects into manageable pieces and schedule them in your calendar.
 - Ensure that emergencies and surprises can be accommodated without traumatic change.
 - Pursue recreation, hobbies, new interests, sports, and similar activities regularly.
- Fulfillment balance:
 - You have loving relationships.
 - You have a support infrastructure for advice, for help in times of trouble, and so on.
 - Every year you achieve some of your aspirations and life goals.
 - You have the freedom to fail, and to attempt and try out new endeavors.
 - You are happy with your appearance, poise, and social initiating.
 - You are sought after as an authority, board member, adviser, expert, and so forth.

- You are able to resolve conflict constructively and do not harbor grudges.
- You are stress-free most of the time.
- You like to laugh and often do so.
- You are relied upon by others and contribute your time, energy, and money.