



CREATE THE PERSONAL VISION

HOW TO CREATE AN EFFECTIVE VISION FOR A
SUCCESSFUL WORK / LIFE BALANCE



QUESTION

Does having a vision make you better able to change your life, or does being able to change your life make having a vision possible?



WHAT'S THE POINT

- ▶ People avoid creating a vision for their lives because they believe the exercise is futile
- ▶ Why make a vision when it's impossible to accomplish those things anyway?



THE FUTURE

The most interesting, accomplished people I know all have a vision for their lives. They seem to know what comes next, like they've seen the future.



GOALS VS VISION

Goals – individual experiences and accomplishments to strive for

Vision – the bigger picture



YOUR VISION BECOMES YOUR WHY

- ▶ Your vision should aim to answer questions like:
 - ▶ What life do you want to have lived by age 20...50...80?
 - ▶ What do you believe you're capable of in your career?
 - ▶ What do you wish you could change about YOUR world?



CREATE YOUR VISION

Identify what matters most in your life



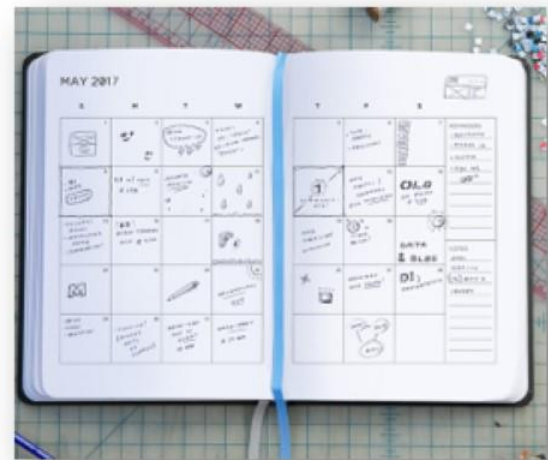
VISION STATEMENT

Craft a vision statement that consists of an overall description of your ideal life.



MAKE A HABIT

- ▶ You need to review your vision and goals regularly and update your plan of action for accomplishing those goals
- ▶ Make your system a habit
- ▶ Build life planning time into your routines





8 TACTICS TO BETTER WORK / LIFE BALANCE

FIND YOUR POINT

If you want to balance work and life better, you've got to know why you want to live and work



RELATIONSHIPS

- ▶ Your relationships are a part of your work-life balance. Who do you allow in?
 - ▶ Share your vision and life with the
 - ▶ Make commitments to the
 - ▶ Listen when they speak, Be available for them



SET CLEAR BOUNDARIES

Set **clear** physical and emotional boundaries for yourself

- ▶ Set Time & Place specifics (how many hours will I work in a day?)
- ▶ What rules can you make for the sake of your work and of your life?



SET CLEAR PLANS

- ▶ Set realistic daily expectations for yourself
- ▶ What does your day to day life look like?



GET OUT OF YOUR COMFORT ZONE

Getting OUT of our routines, routines we setup to do better work in the first place, can actually bring us around to better work.



EXERCISE REGULARLY

You. Are.
Your.
Body.



Trying to attain work-life balance without regular exercise is like trying to water ski without a boat



If you aren't exercising regularly, your work and life will suffer from it



Make it fun!

ALTERNATIVE CONSTRAINTS

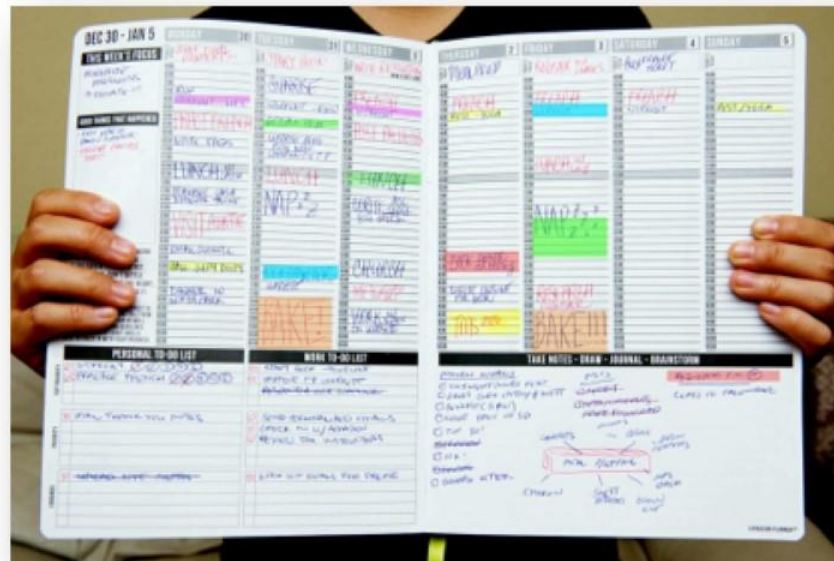
Alternative constraints make us intentional with the time left in the day. For Example

- o Analog Sunday: no laptop, no phone, offline for a full day.
- o Weekly morning rule: every Tuesday morning do an hour activity with spouse or friend or family.



ZERO-BASED CALENDAR

Zero-Based Calendar: there is no time in your day that isn't accounted for. It forces you to think about what you're actually going to do with the limited amount of time you have.



HOW TO LIVE WELL



Focus on the Present



You Need Very Little to be Happy



Be Grateful with the Small Pleasures in Life



Practice Compassion



Be Driven by Joy and not Fear

SELF CARE

Practice what
you Learn

Make
Appointments

Attend
Classes or
Training

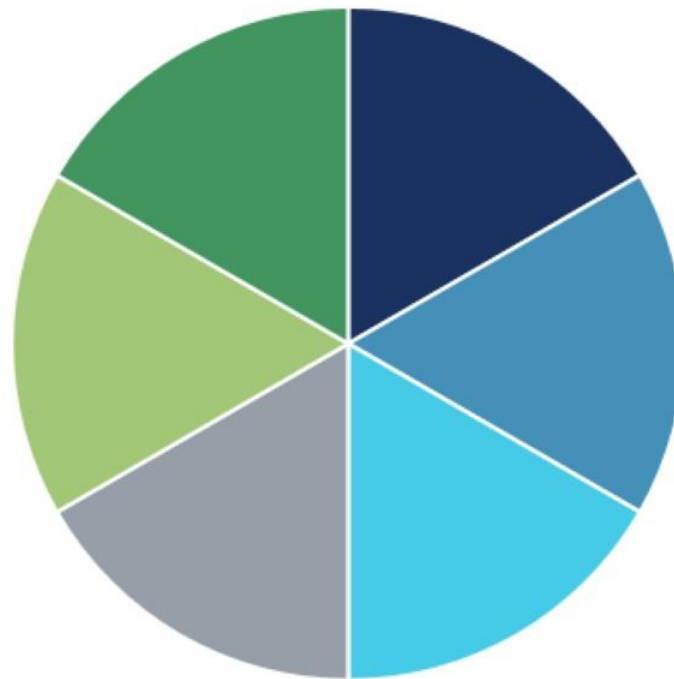
Frequently
Assess your
Progress

Adjust your
Actions if
Need be



WHEEL OF LIFE

Finding the Work / Life Balance



■ Career

■ Recreation

■ Spiritual / Life Purpose

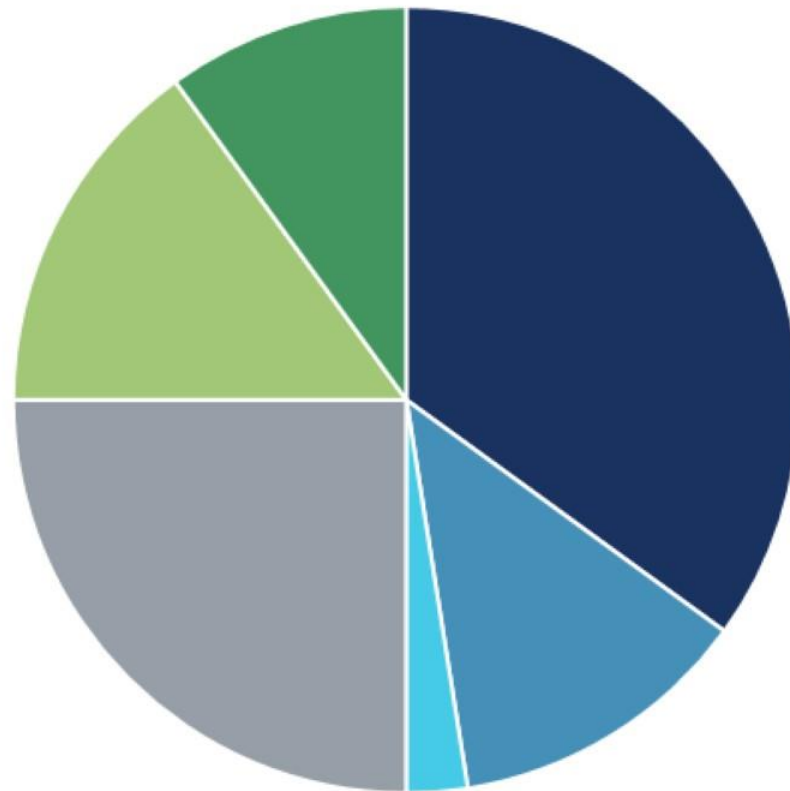
■ Relationships

■ Self Development

■ Health

WHEEL OF LIFE

What Does Your Wheel Look Like?



■ Career ■ Recreation ■ Spiritual / Life Purpose ■ Relationships ■ Self Development ■ Health



QUESTIONS

