



## **Introduction**

*“My whole life is out of balance, but I’m just too busy to get myself back on track.”*

This is the #1 one complaint I hear from clients, colleagues, and friends who have concerns about their quality of life.

### **Let’s unpack this “balanced life” idea for a minute. What does it mean, anyway?**

A well-balanced life means that you are in command of all the aspects of your life - your career, your relationships, your health, and your finances – and your entire personal world.

Is this the position you presently occupy in your life?

If not, there’s no shame in it. With the day-to-day demands of work, family, etc. it’s easy to feel like everyone *else* runs the show. You’re trapped by your obligations, running non-stop, and feeling like you’re on a treadmill locked on “marathon” mode.

You may also be noticing that all this pressurized "doing" is adversely affecting you at work and at home.

But, no matter how ready you are to make self-care a priority, and put your health above your hectic schedule, one thing’s for certain:

Change is challenging. Especially when it’s for the better.

But it doesn’t have to be a painful uphill battle.

### **That’s why I created these 5 simple steps.**

The easy ideas below are tools to help you create more balance by breaking your cycles, carving out more time for YOU, and getting back to loving your life again.

These practical steps allow you to clearly identify your priorities, set boundaries and delegate, let go of unnecessary activities, pursue good health, and lastly, free yourself with a "technology intervention."



It's time to spend your time and energy wisely on what really matters: bringing more balance to your life.

**But first, here are a few things to remember as you put these mindset shifts into play:**

- To make a lasting change, it's crucial that you start where you are, and stretch a tiny bit more each time.

For example: if you want to start exercising more, don't swear up and down you'll hit the gym at 5 AM every morning for the rest of your life. Start with walks in the evenings after dinner, or find a fitness class you really enjoy.

- If you fall off the wagon, or experience resistance, find out the cause.

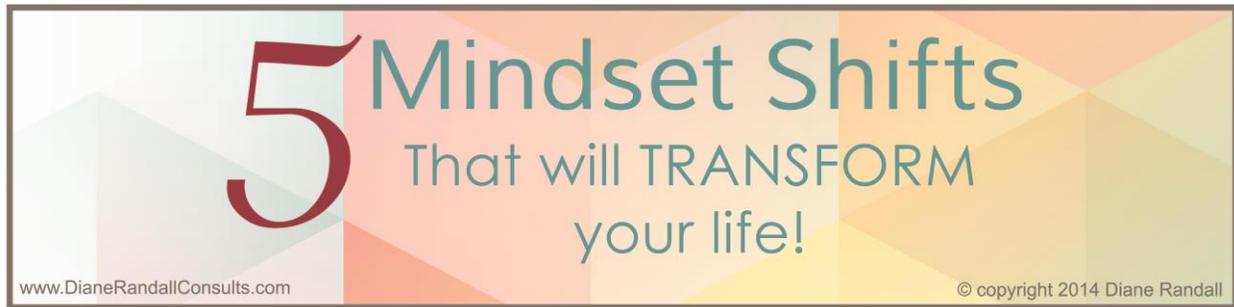
What is going on in your life to make you feel like you absolutely *don't* have time? Is there something in the back of your mind telling you that you don't deserve balance, or a fulfilled and healthy life? Take the time to really explore that if you find yourself struggling. The answers you uncover might just surprise you.

- Missed a step? Just keep walking.

The path to putting yourself first and living the life you deserve isn't always smooth sailing. You'll meet obstacles along the way, and trip up from time to time. But what matters most is that you keep moving forward.

I know you're ready, willing, and able to create more change in your life.

So let's make it happen.



## **5 SIMPLE MINDSET SHIFTS FOR MORE BALANCE:**

### **Mindset shift #1: DECIDE YOUR PRIORITIES.**

First things first: you must decide what is important to you and clearly set your chief goals and concerns. Figure out what really matters in your life. Honestly assess what *you* want your priorities to be - and not what you, or everyone else, think they should be.

For example: Is your job interfering with your personal time? If so, you may want to reassess your priorities at work.

### **Mindset shift #2: TAKE BACK CONTROL BY DELEGATING.**

Remove yourself from the do-all position. Set boundaries for what you will do and delegate tasks surrounding what you won't do.

For example: when you tackle your next big project, confront the reasons why you don't ask others for help. Work on setting aside those fears, and instead of taking all responsibility onto your own shoulders to ensure it's done right, work on clear communication of your needs.

By learning to delegate efficiently, you allow others to support you, you re-establish control in your life. Setting boundaries and delegating often leads to greater satisfaction, productivity, and creativity in your work and personal life.

### **Mindset shift #3: STOP CLINGING TO UNNECESSARY ACTIVITIES.**

Once you have a concrete list of what really matters to you, cut out any activities or tasks that do not support your priorities.

For example, are there hobbies you still participate in that you've simply moved on from mentally? Where in your life are you finding less pleasure? What's driving you nuts more often than not?

After you've decided on your "let go" list, adjust your schedule to include only the activities that make your priorities a reality.

### **Mindset shift #4: COMMIT TO CUTTING OUT MIND/BODY STRESS.**



Constant exposure to high-pressure situations can lead to exhaustion, illness, and burnout. Poor health is a sure sign your life is out of balance. So to minimize the havoc stress could be reeking on you, try the following easy health shifts on for size:

- Do 30 minutes of sustained daily exercise – walking, biking, running and dancing are a few easy ways to get your body moving
- Eat healthy foods high in antioxidants
- Drink plenty of water
- Make sure that you get 6-9 hours of sleep each night.
- Take 5 to 10 minutes out of your day to relax; whether it's meditation or just daydreaming. It's a great natural stress reliever and energy booster.

#### **Mindset shift #5: UNCHAIN YOURSELF FROM ELECTRONICS.**

It's time for a technology intervention!

Laptops, cell phones, tablets and other electronic gadgets have created an "on-call" work mentality that can take over your personal time. These hyper-accessible devices keep people tied to work 24/7.

If your high-tech tools have turned into a leash that keeps you bound to work, consider these tips to "detoxify" your life:

- \* Email through ONLY one electronic device.
- \* No phone calls while driving your car.
- \* Leave your work-based laptop at work.
- \* Never take work of any sort--tablet, laptop, or paperwork--to bed with you.
- \* Make your time off work as much of a priority as work time.
- \* Create a "work-is-over" ritual that stops work time and allows you to transition to personal time. This can be as simple as shutting down your work laptop or changing into comfortable clothes once you get home.



## **That's it!**

Congratulations! You've officially reached the end of the 5 simple mindset shifts.

## **Now, it's up to you to take action.**

Feel free to put all these steps into play pronto, or try one at a time until you reach a rhythm that's right for you.

Just remember: in order to achieve life balance – you have to give it the chance to unfold.

So don't let this be another PDF gathering virtual dust on your desktop. Print it out, put these concepts somewhere you can see them, and remember to put them to work little by little each day.

I can promise you, the results will be absolutely amazing.

Now, while these steps are a sample of how you can carve a simple, practical pathway to the balanced and happy life you've always wanted – they're just a taste of what's possible.

**If you feel you'd like to go deeper, and take even greater strides toward the beautifully balanced life you know you deserve, I would be honored to work with you.**

For more information about my workshops, speaking gigs, and events, click [HERE](#).

For 1-1 coaching opportunities, click [HERE](#).

Curious to read more from me? Step over to my blog [HERE](#) to check out more juicy wisdom nuggets, and easy steps you can take to get back in control of your life (and your joy) again.

But for now, remember that your journey's just beginning.

May this mark the beginning of an incredible new chapter in your life.

With Grace & Gratitude,



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