

Achieve Life-Balance



Speech

A Journey in Self-Discovery.

Achieve Life-Balance

A Journey in Self-Discovery.

Marketing Documents

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Sample Letter to Meeting Planner

Your Logo / Letterhead Here

Dear <recipient name>,

My name is <your name> and I am a <what you do> and speaker. I would love the opportunity to share my message with the members of <organization name>. I deliver an engaging, interactive 30 minute <type of speech- motivational/educational/entertaining/humorous speech> called <speech title> that addresses some of the concerns of your group. I have given this speech to other groups similar to yours and would love to give it to yours.

My specialty is <name your specialty>. I speak on a variety of topics that enhance people's performance in their personal and professional lives such as work/life balance, communication, and other relevant topics. Please visit my website <www.yourwebsite.com> to read the many testimonials I have received for my talks. I absolutely promise you, <recipient name>, that your group will leave my presentation:

- Inspired by a few simple techniques to help them create more balance in their lives.
- Equipped with new skills that they can implement right away.
- Having more belief and confidence in their ability to create more success in all areas of their lives!

Below is an overview of one of my most popular presentations that I feel it would be of great interest to <fill in the blank> members. Of course, all my talks are specifically tailored to meet the needs of you and your group.

Achieve Life-Balance – Live a more fulfilling life and reclaim balance through making better choices.

In this informative and inspiring talk, your group will walk away with a better understanding of life balance and learn useful tips for making small changes for achieving a greater sense of fulfillment. They will be able to identify what life balance means to them and how the choices they make impact that sense of balance. Participants will develop a new perspective on how they can achieve a more balanced life.

I will follow-up with a phone call next week to discuss the possibility of presenting to your group. Thank you for your time. I look forward to speaking with you.

Sincerely,

Your Name
Contact Info

Your logo here

Register to sign up for our FREE Monthly E-Zine

[illegible]

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Friday 7/24	Your Name	Your Email Address	Your Phone Number
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9:30 am			
10:00 am			
12:00 noon			
12:30 pm			
1:00 pm			
3:00 pm			
3:30 pm			
4:00 pm			
4:30 pm			

Not sure of your schedule but want to schedule a consultation? Write your name, phone number and email below and (your name) will contact you on (when) to set up an appointment!

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Sample Introduction

INTRODUCTION FOR _____

When she was growing up, _____ could not decide if she wanted to be Miss America, Lucille Ball, or Miss Kitty. She achieved none of those goals, but she did become _____.

_____ experiences have taken her from _____ to _____. Along the way, she learned that people are at their best when they _____.

_____ spent part of her journey as a _____, _____ and _____. She is here today to share with us some ideas on how we can _____.

On a personal note, _____ lives in _____ where she is actively involved with _____. Please join me in welcoming, _____.

Speech

Overview, Outline and Script

Achieve Life-Balance

A Journey in Self-Discovery.

SPEECH OVERVIEW

This presentation is designed to help audience members understand what they can do to achieve more life balance. The aspiration of balancing life and work is one that most people quickly identify as a top priority for an overall sense of well-being. However, it is one of those personal goals that is often difficult to define because it is different for everyone. Most people have a sense of when they are out of balance, but often feel that attaining balance is out of their control.

The speech gives a practical definition of life balance and helps participants recognize how the choices they make impact their ability to achieve life balance and personal fulfillment.

This is a hot topic that is of interest and benefit to everyone. It is full of useful and practical tips as well as anecdotes that support key points.

Since most meeting planners want to know what you are going to talk about, it is best to describe the speech in terms of benefits. Often this is used in promotional materials.

Here is an easy way to discuss the benefits:

Your group will walk away with a better understanding of life balance and learn useful tips for making small changes for achieving a greater sense of fulfillment. They will be able to identify what life balance means to them and how the choices they make impact that sense of balance. Participants will develop a new perspective on how they can achieve a more balanced life.

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SPEECH OUTLINE

Achieve Life-Balance Speech Outline

- I. Introduction
 - a. Audience describes life in word or two
 - b. Share answers
 - c. Overview of speech
- II. Define life balance
 - a. Work / life balance
 - i. Phrase usage
 - ii. Phrase history
 - b. Definition
 - i. Work – doing or achieving
 - ii. Life – personal fulfillment
 - c. Out of balance
- III. Balance is not a natural state
 - a. Bicycle analogy
 - b. Audience thinks about balance in their lives
- IV. Life balance is a choice
 - a. Example – husband / wife
 - b. Choices
 - i. Be fully present
 - ii. Choose new traditions
 - iii. Be “out-of-pocket”
 - iv. Choose not to be a slave to technology
 - v. Choose to ask for help
 - vi. When in a hurry, slow down
- V. Decision making process
 - a. Take your time to answer
 - b. Say no if badgered
 - c. It is irresponsible for me to say yes
 - i. Example: Paula and Bonnie
- VI. Saying NO
 - a. Dr. Joanne Cannon’s quote
 - i. Example: Sarah
 - b. 3 self-talk examples (Note: if time is short, this can be omitted)
- VII. Additional thoughts
 - a. Life balance means different things to different people
 - b. Out of balance comes with a price
 - c. Choose to make small changes for more life balance
- VIII. Speaker’s offer

IX. Closing

- a. Life is never in complete state of balance
- b. Invite audience to connect with you
- c. Peace of incubation
- d. Final Wish

DELIVERY TIPS for

Achieve Life-Balance

A Journey in Self-Discovery.

1. Understand the cues written into the speech provided
 - a. **Anything bold should be emphasized**
 - b. **(Anything in red, in parenthesis, is a delivery tip and should not be read)**
 - c. (Anything in black, *in parenthesis*, is an aside comment. Think of it this way. Sometimes you are telling a story – and you kind of look up at the listener with a more casual voice and say, “you know what I mean?” – And then go back to the story. In essence, you are stepping in and out of the story.)
 - d. **Transition – during transitions, you need to pause a little longer. Look out over the audience and *feel* them waiting to hear what you are going to say next.**
 - e. The dashes – are brief pauses. You cannot pause too much. The audience needs time to comprehend what you have said. They need time to let it sink it.
2. This speech is one that every single person can relate to, including the presenter. Your speech can be even further personalized by using your own examples. The examples used in this presentation are based on real life experiences, so they will work. And, if you sprinkle in some of your own examples, you will feel an even more natural fit with the material. Give it a try! I think you’ll like it.
3. If the speech must be shortened, go through the speech and highlight what you consider the most important concepts to share. Then make sure you use transitions to tie them together. Some content can be shortened – less developed. Some examples can be omitted. Just remember, examples help make the presentation real for the audience.
4. If the speech needs to be shortened, you can give only two or three tips and tell the audience that you have more tips you will share in your workshop – or will send them an e-mail containing the tips.
5. Know your audience. Use real life examples that support the audience’s experiences. These examples have been written for a primarily female audience, but with a little tweaking can work well with men’s groups. If the audience is comprised of retired people, then change the examples. If the audience are full time workers, use more office kind of examples.

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SCRIPT

Thank the introducer:

(See notes below for opening ideas)

Transition: Pause – look out over the audience, smile and begin:

I bet if I asked you to describe your life right now, most people would say --- (stop immediately and smile)

Well, let me just ask you to answer that question. Turn to the person next to you and in one or two words, describe your life right now. (Pause for about 30-45 seconds as the audience talks to each other.)

So, what were some of the answers? (Smile at the audience and look directly at them. Pause as you wait for people to respond. If not one responds, then gesture toward a section (or table) and ask:

What did people around you say? Repeat back with a nod the answers: busy, stressed, hectic, etc. After getting about 5 answers then say,

Thanks for sharing.

Transition

One of the things I noticed is that no-one (make sure no one did – or change it to say, one of you...) used the word balanced to describe their life. In fact, most of the words we heard were more descriptive of being imbalanced. (Can repeat some of the words, here – words like: hectic, busy, overwhelming.

Most of us seem to live imbalanced while searching for some kind of state of equilibrium.

In fact, life balance is one of the most discussed topics in our culture – and one of the most elusive.

I'm here to share with you some ideas about achieving life balance in spite of living the chaotic life that most of us have come to regard as normal.

We'll touch briefly on some of the causes **and** look at the consequences of a life that's lived consistently out of balance. Primarily, I'm going to give you some tips on how to achieve more balance in your life – and who couldn't use that? ☺

Transition

But before we do that, I want to clarify how I define the term life balance.

Life balance is a feeling that we experience when we sense that we are paying attention to and managing **all** aspects of our lives – our work, our physical and emotional health, our spirituality, and our relationships. That's a lot to hold in balance, isn't it? (Hold your palms face up and move them up and down to demonstrate)

But when most people are asked about life balance, they immediately talk about work – (hold your left hand, palm up to signify work) and the **rest** of their lives. (Right hand, palm up)

In fact, that's where the popular term, work / life balance comes from.

Work-life balance (make parenthetical sign with hands) is a relatively new phrase – either our ancestors didn't struggle with it, **or** they didn't have time to even think about naming it, **or** they saw it as the natural human condition and simply didn't question it.

In fact, the term was first coined in 1986 – just over 20 years ago. And it was only referenced about 25 times in top papers around the world over the **next 10 years**. However, **today**, if you Google the term on the Internet, you would find over **36 million references**. That's right – 36 million citations for work/life balance.

And people can easily be led to believe that work is one thing and life is another. I believe that the work we do – whatever that means to you -- is an integral part of life and cannot be carved out and measured in a chunk.

So, for the remainder of this talk I invite you to re-phrase work-life balance like this:

If you divide your life into two segments, it is easy to see that much of what you do is all about achieving something and **some** of what you do results in personal fulfillment.

The word **“work”** in the work-life balance phrase really refers to things that you **do** in order to achieve something. It is the **doing or achieving** side of the scales.

- It could be a job that you get paid for doing -- or a job you don't get paid to do.
- It can be about being a fully engaged parent – from tending to a newborn to running car pools, to coaching the 8 yr. old soccer team,

- It can refer to the volunteer or community work you do.
- Doing and achieving could apply to the marathon you are training to run or the commitment to walking 1 hour every single day. Something else on your to-do list. Something to achieve.
- Work also includes the chores that keep life going – grocery shopping, cooking, filling up the car with gas, dropping off clothes at the dry-cleaners.

Whew, if you are like me, just a reminder of all that we achieve or need to do creates a sense of overwhelm. (Smile with a little bewilderment and pause)

In other words, achievement refers to the jobs and responsibilities that you have as well as the millions of things on your “to do” list.

On the opposite side of the balancing scales is term **“life”**. Today we are using the word **life** in the work-life balance phrase to refer to **personal fulfillment**.

In other words, fulfillment is the sense of having a healthy and meaningful life. That somehow, when it is all said and done you have a sense of peace and harmony and joy about the life you lead. You have spent energy of course, but you have also been filled with energy from the satisfaction of nurturing your whole being.

There are people who refer to this as a spiritual experience, a sense of wholeness, living on purpose, or living in the present. Regardless of the term used, I’m sure that all of you have a sense about what fulfillment means in the greater sense and specifically what it means to you.

The dilemma that so many of us are faced with is that the achievement – **the doing** – portion of our life often leaves little room for fulfillment – our need to simply **be**.

Or if we over-balance the other way – more being and less doing -- then we don’t achieve anything in life. (Place your hands up as if empty)

Usually, this is reserved for trust fund children, people with a great retirement income, or someone who wins the lottery – this is not generally an issue for people like us. ☺

Transition

One of the great myths of life is that somehow we can discover how to live life on balance and then we will live happily ever after. It makes for a good fairy tale, but like most fairy tales, it doesn’t quite ring true for real life.

Here's the truth:

Balance is not a natural state.

It simply is not. The world is literally turning.

The weather constantly changes. Our bodies are continually shifting (usually in the wrong direction! :☺). Time is always moving.

Because of this, we will constantly flow in and out of balance.

Think about when you first rode a bicycle. Either training wheels were attached, or someone ran alongside to help you maintain balance. As you got better – trusted your own ability to balance – you were able to make slight shifts in your body to stay on balance as you rounded curves, labored up hills, or even glided through open spaces with your arms waving high above your head – balancing perfectly from your center.

(Demonstrate this!)

But the minute something changed, a pot hole in the road, an approaching car, a light turning from green to red – you were able to grab the handle-bars and make a slight shift and regain balance.

And that is exactly what I'm suggesting to you today that you do. If you are gliding along on balance, are you ready for the next pothole in the road? Or, do you need to grab the handlebars of your life, make some slight adjustments, re-align, find balance and continue the journey in the direction you really desire to go?

During our program today, I'd like for you to get a mental picture of the balancing scales in your life. **(Hold your hands out to demonstrate this)**

- Are they perfectly balanced? Do you have a sense of calm about what you achieve, **and** feel that you are living a fulfilled life? If this is the case for you, you would be a great mentor and role model for the rest of us.
- However, if you are like most of us, the scales are tipped and generally in the direction of working too much or doing too much. And never finding the time to do what we feel is really important for a fulfilling, energized life.

If you are the latter group, you are the group I've designed this presentation for. For people who want to bring more fulfillment in their life while achieving and doing all that needs to be done.

Through my research and working with coaching clients who are seeking something more for their lives, this is what I have discovered:

Life balance is a choice.

Now, I know that some of you are shaking your heads and saying to yourself, “Oh, right. She (or he) just doesn’t understand what **MY life** is like. By the time I go to work, deliver kids to after school functions, stop by the assisted living to drop off some things for my mother-in-law, pick up groceries and dry cleaning, help with homework, prepare dinner, pay bills, prepare reports for the next day, (make a crazed face look?)

WHEN does **SHE** think **I** have a choice?

There are several choices I believe we all can make and most of them require a shift in perspective.

Let me give you an example:

- I love a short story I read several years ago. In the story, at the end of the day, the husband and wife were discussing their involvement with their children. She was talking about how guilty she felt because she was not spending enough time with the children because she worked a full time job in addition to doing the typical “motherly” activities. Her perspective was one of guilt, frustration and lack of priorities and balance.

The husband looked at her with a smile and said, *“You might as well face it, you can never spend as much time with your children as your mother did with you, so you’ll always feel guilty.”*

For me, on the other hand, I feel really good about myself because any time I spend with the children is more than my father spent with me.”

The father felt he was leading a balanced life when it came to his family – and the mother felt that she was out of balance because she wasn’t spending enough time with her family.

Now, here’s where a perspective shift changes things.

What if the mother reframes her thinking to something like this:

What if she recalls how her mother’s life seemed to end when all the children left home. Or how helpless her mother was when it came to paying bills because Dad had always taken care of that sort of thing.

What if the mother in the story recognizes the opportunities her children have because she has a career: the fact that they can have some adventurous vacations together; the fact

that she is able to provide her children with a better education; the fact that she is teaching them independence by requiring that they help out with chores and learn useful life skills.

With a shift in thinking, the guilty mother will realize that the opportunity to stay home and keep house would not be fulfilling for her and would prevent her from providing the kind of lifestyle she values for her children.

And let's face it, the lifestyle that a one-income family bought in 1960 is much more difficult to have today with only one income.

The mother has a choice. She chose to work and she needs to appreciate what benefits come with the decision. And for some women (or stay-at-home Dad's) that choice might be to opt for a less expensive lifestyle and be at home with the kids.

Neither is right. Neither is wrong. By simply re-aligning your perspective, you develop a stronger sense of fulfillment and peace.

She can also make some simple adjustments that can have a significant impact on her work/life balance such as having the family pitch in and help with the chores, keeping the radio off when riding in the car with the kids, or making Saturday afternoons a special time to go to the movies, the mall, or take a hike or a bike ride.

Here are some simple choices you can make in your day to achieve more fulfillment:

- Make a pact with yourself that when you commit to doing something with friends or family that you will be fully present, fully engaged. If you do, you will find your perception about the event moving from “work” to “fulfillment”
 - In other words, don't agree to take the kids to the movies on a Saturday afternoon and spend the entire time being grumpy because the laundry needs doing. Trust me, nobody gets any real fulfillment out of an adventure like this.
 - Instead, shift your perspective so that you see this time together as a chance to refuel your energy level by engaging in a meaningful outing. Turn off (or avoid) your cell phone, listen to your child's recap of their day, watch the movie with them, and delight in their enthusiasm. Your perception of an afternoon at the movies with your kids becomes fulfilling – not just another chore.
- Choose new traditions if the old ones are causing you to stress out, spend too much money, and require too much energy.

- Go through your Christmas list and instead of gift swapping with friends, have a dinner out or joint cocktail party.
 - At Thanksgiving, ask for others to bring something along.
 - Talk about expectations and what is really feasible around holidays, birthdays, and anniversaries. These conversations can be very revealing and nurturing in their own right.
- We've often heard the phrase "*She is out of pocket.*" I think that is a phrase more of us need to use:
- We need to **choose** to be out of pocket more often. Unavailable. Left alone.

As much as technology allows us to do some of the things we want to do while remaining in touch with work, there are simply times that we need to be completely out of pocket – unavailable to anyone.

Which leads to the next suggestion:

- Choose NOT to be a slave to technology. For the first time ever, it **feels** like we can be in two places at once – or even three. We can be in our car driving to a meeting **and** discussing the latest sales figures with our boss, while reading the text from our spouse about whose turn it is to pick up dinner.

The reality is that you are in none of those places completely – you are a distracted **driver, employee and partner. No one** gets your full attention – which usually causes us to feel that we are letting someone down.

Historically, children, parents, bosses, co-workers and spouses have been able to delay communication for hours and still be responsive to each other's needs. Our constant contact with each other leaves little down-time – time just to sit and be in the moment.

- Choose to ask for help. Using phrases like:
- "*In order for me to be able to attend your school function next week, I need you to help me _____*" and fill in the blank.

- *I'm going to be really tied up with work next week. There is a major change that I will be dealing with. In order to meet my deadlines and stay a little more sane, I need you to help out by _____*” and fill in the blank.
- I really like this next suggestion. In fact, I have a friend who says that she uses this phrase all the time to help her stay focused, especially when she feels like she's running around like a chicken with her head cut off! 😊

When you're in a hurry, choose to slow down. That might sound counter-intuitive, but when you find yourself rushing, take a deep breath and move just a little bit more slowly. You will find that you regain balance from slowing down – not by going faster.

So, as you look at your life balance, pay close attention to the choices you make as well as your perception about what is really going on.

As you begin to make more choices about achieving balance, you might want to look at developing a **decision making process**.

So often we make spur of the moment decisions that derail our sense of well-being. When was the last time you instantly agreed to do something that in retrospect was not only a burden, but defeats your good intentions to create balance?

Here's some quick tips for your decision making process:

- Don't let the first words out of your mouth be, “yes”.
The first words out of your mouth can be a variation of the following:
 - If you are unsure whether or not you should say yes or no, try this: *I need some time to process this decision. It is very important to me that the decision I make is in my best interest and in yours (the organization's or the company's).* I'm going to seriously consider the impact of a “yes” and a “no” and I will get back to you _____. Be sure and give the person a time / date so that the person recognizes that you are sincere.
 - If someone keeps badgering you to accept this great opportunity, gently but firmly reply: “I can tell this is very important to you right now and that you need a quick decision. I am not ready to make that decision, so my answer will need to be no.” (By the way, this takes a whole lot of courage, but in the long run, you will be better off for the decision).

- And, if the decision is clearly a no, then use these words – “I am flattered that you asked me to help with this project, event, or whatever. Given my other responsibilities, it would be irresponsible of me to say yes at this time.

Here’s a real life experience that happened to one of my friends, Paula, who was actually preparing a speech on work life balance. As she was putting the finishing touches on her presentation, the phone rang. At the other end of the line was Bonnie, the chair of a non-profit that helps foster children. Bonnie asked Paula to serve on the Board of Directors for the organization – an appointment that lasts for 3 years.

Now, Paula is passionate about children and supporting causes that support children. And, as much as her heart ached to be a part of this organization, she knew it wasn’t the right thing for her at this particular phase of her life. Paula was going through a lot of career challenges herself due to a shift in the economy.

So, instead of immediately signing on for a 3-year responsibility, she took a deep breath – went through her decision making process -- thanked Bonnie for thinking of her and used the phrase, “As much as I support the work you do, it would be irresponsible of me to accept this appointment at this time.” Bonnie chuckled when she heard the words, but remarked that she understood exactly where Paula was coming from.

They had a meaningful discussion and the chair agreed to check in with Paula in a few months about other opportunities for her to serve. Paula hung up the phone feeling valued, understood, and most of all more in control of her life by declining the position.

One primary factor that impacts work-life balance is something that I see day after day after day -- in women and men. In the young and the old. In every walk of life – is this:

The inability to say – (pause) -- **NO**.

I am not sure why we have such a hard time with the NO word – and I’m not about to embark on a major study to find out the why. What I do know is that the inability to say “no” is one of the biggest deterrents to finding the balance that I think we all naturally seek.

Dr. Joanne Cannon said it best many years ago.

She said: “If you never say no, your yeses become worthless.”

Let me repeat that. “If you never say no, your yeses become worthless.”

I love that statement. Just think about it. If you never say no, then you are always saying yes. Pretty soon, you become known as the “yes” person – as in, “just ask Barbara, she’ll do it.” Or

even worse, people just naturally assume your answer will be yes and lose appreciation of the value of your time.

“Oh, Sarah will do that. She’s always done it. Don’t even worry about it.” If you’re Sarah, you begin to realize that people simply assume you are happy to oblige and begin to take you for granted. And I can promise you that being taken for granted is one of the most de-valuing, and stressful things that can happen to a person.

Many of you probably don’t know that I can read minds. In fact, I can actually hear some of the voices in your head (smile really, really big)

You are saying things like:

“But I’ve always been the one to. . .”

“If I don’t do it, then nobody else will...”

And the one that we don’t say but that we are secretly thinking

“If I don’t do it (whatever the job or task is), then what will I do...”

Here’s my answer to those questions:

If you have always been the one to do something, is it because you have somehow claimed ownership and no one else feels that they can do it? Or do others suspect (probably rightfully) that your feelings will be hurt if someone steps in?”

Here’s an answer you can use for a situation like this:

■ *But I’ve always been the one to –*

If you’ve always been the one to head up the Girl Scout Cookie drive – or the office holiday event or a new project, then you might say:

“I have really enjoyed being the chair of the office retreat. Thank you for supporting me over the years. I’ve learned a lot and grown a lot. And now I believe is a great time for someone else to have the opportunity to bring a fresh perspective to our retreats”

■ **If you believe that “If I don’t do it, then nobody else will” I want you to listen really carefully to what you are saying.**

In essence, you are saying, “*I am the only person who thinks this is important.*” And, if you are the only one who believes that the event, project or whatever is really important, you have a tough decision to make. Are you willing to step up to the plate and take full ownership of the project? Is the pay-off large enough to compensate for the time, energy and resources

you commit. Is this project more about personal fulfillment than it is about achievement? If so, do it – and, if not, rethink your position. It **is** your choice!

If you decide to step down **and** no one else steps up to the plate, the message is loud and clear. No one else feels that the achievement is worthwhile enough to become the champion or leader of the activity. Priorities have changed and so must your perception.

And on a more gentle note. A lot of sacred cows stay around too long because they are hard to let go of. And saying good-bye to a tradition or a routine can often be painful and cause grief. If this is the case for you, then I suggest you ask a trusted friend or coach to help you let go.

■ As for the third statement: *“If I don’t do this, then what will I do?”*

Well, the old song is right, “Breaking up is hard to do.” So is letting go. We’ve all heard the spiritual teaching, “When God closes one door, he (or she ☺) opens another.” In the moment, it might be difficult to see how we will be defined if we start letting go of some of the things that don’t bring us fulfillment. But we know that nature (and people) abhors a vacuum. You will have the space you need to move toward activities that are more fulfilling.

Trust me, you will be given plenty of opportunities to replace one activity with another. You will be given plenty of opportunity to fill the white space on your calendar – and by the way – I recommend that you leave **MORE** white space on your calendar. Examine your bucket list – or the list of things that bring your fulfillment – and move toward those.

Before closing, I want to share with you 3 thoughts about life balance, choice and perception.

1. Life balance means different things at different phases in our lives:

- During our young adult years, we may be more focused on our career, knowing that the work we do is preparing us for a more leisurely future and the opportunity to pursue more fulfilling activities.
- When we have children, and have a job, there may be less time for personal growth.
- When we retire, we are able to do more volunteer work and devote ourselves more to our personal interests.
- We can be balanced during all these phases, yet “what” we are focused on differs in each phase.

2. **Consistently living life out of balance – at a frantic pace -- comes with a price.** Not only for the person who is experiencing the chaos or stress, but for the organizations they serve and the people who are important to them.

Did you know that companies lose between 200 and 300 dollars per person annually due to work place stress?

That 80% of people feel stress on the job and that stress is the number 1 health problem?

That frantic, chaotic, hectic lifestyles cost us not only the joy we find in life, but also impact the success of our businesses and our economy?

That's pretty interesting isn't it?

3. **And, as you might expect, this 3rd one is about choice.**

Choose to make small, incremental changes to achieve more balance:

Sometimes people get the idea that they have to make life altering changes to achieve balance. While that may be true for some people, most of us will experience more balance if we make small, incremental changes. These can easily add up to a big change on the balance scales.

For example:

- Choose to have a family dinner one night a week. No excuses. No cell phones. No guests. Everyone pitches in to prepare and clean up. The bonus is an evening of togetherness.
- Choose to ask for help when you need it. Don't be the martyr. Instead ask for help to complete a project. Ask for help with daily household chores. And be prepared to give gentle reminders! ☺
- Choose to spend 15 minutes a day with the door closed to your office. The computer monitor turned off. The telephone unanswered. During this time, choose one thing to focus on that will help you feel more in control.
- Choose to attend only one networking event a month. Make the time count by choosing wisely and engaging fully.
- Choose to wake up 10 minutes earlier and use this time to create a "doable" to-do list.

- Choose to take a 15 minute walk every day – no matter what the weather. Use this time to clear your head and lift your spirits.
- Each week, make a list of those items that need attention but that you put off until the last minute. Choose one to do each day. Pretty soon, you will feel more control and less stress.
- Choose to turn off the computer and stop working at a specific time – and don't make it after 9:00 – every single day.
- And most of all, make a choice about your yeses. Before you say yes, check yourself. Is this really what is important to me?

Life balance is about consciously making choices – every single day. It is about choosing where to spend our energy, our time, and even our money. No matter what we believe, **no one** can make these decisions for us.

Transition

Let me be honest – I am not the magician (fairy god-mother) who will wave a wand and bestow upon you immediate balance in your life. If I could do that, I'd be on a beach feeling fulfilled watching an ocean sunset! ☺

Finding balance – or regaining balance – often takes support from someone to help us take a long hard look or ask the right questions.

Here's how I can help:

- I can share with you some tips from today's message. Just put your e-mail address on the signup sheet that is on the table
- I can help you look more deeply at your life balance through the workshop I am offering _____(when and where)
- You can sign up for my free e-tips on life balance. Just put your e-mail address on the sign-up sheet that is on the table. If you do, I will send you a copy of the suggestions from today's program.
- Or I would be happy to give you a complimentary 60-minute coaching session to explore how you can achieve balance. Just see me after the program or sign up for a free coaching session.

(NOTE: adjust this section to fit your offering)

Transition- Note: at this time, you need to pause for just a few seconds, look out over the audience and continue

Life is never in a complete state of balance – not for very long anyway. Like we talked about before, the idea of permanent balance is a myth. Just like the bicyclist, we make slight – and sometimes not so slight -- adjustments to regain balance. We grab the handlebars and using our own internal sense of balance, we begin steering in the direction we choose.

I realize that we have covered a lot of material in a very short period of time, and my goal is that each of you leaves here with a slight shift in perspective when you think of life balance on a personal level.

And, by the way, I'd love to hear from you about what steps you have taken in the past – or will be taking in the future to maintain a sense of balance in your life.

As you leave here today, I have a special wish for you. I wish for you the **peace of incubation**. You know the word. An incubator is an environment that nurtures growth and sustains life.

My wish for you is that you will find that place in your life, in your schedule, and within yourself where you can spend a little time each and every day. And as you incubate, may you have more insight into what you need to be doing less of – **and** what you could be doing more of to reach those incredible moments of life balance.

Thank you.

Notes:

Notes: