

Table of Contents

INTRODUCTION 4

WHAT DO YOU REALLY WANT? 6

 Values: What matters to you? 7

 Goals: Choosing a Destination 9

 Action Plan: One step at a time 12

 The Big Rocks First – then everything else 14

 Balance Builder 1: Say yes to what you most want 15

MANAGING YOUR TIME 21

 The High Price of Wasted Time 22

 Plan for Efficiency 24

 Avoid Time Traps 30

 Procrastination 32

 Balance Builder 2: Budget your time and energy 33

MANAGING YOUR SCHEDULE 38

 Nine Ways to Tame Your Schedule 39

 Balance Builder 3: Promise less, enjoy more 43

MANAGING PROJECTS 48

 Project Planning 49

 Project Efficiency 52

 Project Effectiveness 53

 Balance Builder 4: Design your support systems 57

MANAGING INFORMATION 65

 Manage Information Effectively 66

 Balance Builder 5: Learn from resistance 73

MANAGING PEOPLE 80

 Top 10 Ways to Set Boundaries 82

 Four Ways to Say No at Work 85

 Five Ways to Reduce Your Workload 86

 Balance Builder 6: Learn to say no to others 90



MANAGING ABUNDANCE 96

 Overcoming Workaholism 98

 Balance Builder 7: Build true wealth through
 personal reserves 99

 Balance Builder 8: Slow down and revitalize..... 104

MANAGING WORK/LIFE BALANCE 110

 Circle of Life Assessment 111

 Balance Work and Play 113

 Balance Builder 9: Stop chasing and
 start embracing 116

 Improving Balance through Attitude 120

 Balance Builder 10: Orient your life
 around fun..... 123

CONCLUSION 129

*Time is the scarcest resource
of the manager; if it is not
managed, nothing else can
be managed.*

~ Peter F. Drucker