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Life Balance

– 7 Tips to Create Balance

By Jennifer N. Reed, M.A.

www.JenniferNReed.Com

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1.) Determine Your Values

What is most important to you? Rank at least three things that bring your life purpose and meaning.

2.) Does Your Life Reflect Your Values?

Evaluate how you spend your time versus how you would prefer to spend your time. If, for example, the most important things to you are your family and your music...why are you spending all your time at the office? Sure, you have to make a living. Could you make a living doing what you love? Do not discount that idea so quickly. Or perhaps you enjoy your work, but does it need to consume 10-12-14-16 hours of your day? If that is the case, there is certainly minimal, if any, time left for you, family or friends at the end of the day. Perhaps this is what you are noticing in your life now.

3.) Learn to Say 'No'

This is one of the most difficult tasks my clients have. Often times, trying to do it all is what causes people to lead off-balance lives. It might not be easy for you, but saying 'no' to the things, events, responsibilities that do not interest you is your right. Do not be afraid of hurting someone's feelings upon declining an invitation; you are not responsible for how someone feels. If they are upset, it is something they can sort out themselves. Opportunities will present themselves that you would enjoy taking part in, but do not have the time or energy for. You can choose to remove other things from your plate in order to make time for that

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special event or you can be assured that other opportunities will arise in the future. When you say 'no' to what you cannot do, you show up for what you can do. This prevents you from appearing unreliable, but most importantly, you respected yourself.

4.) Be the Driver of your own Life

Do not let someone else take the wheel! Perhaps some of you have switched seats and are sitting in the passenger seat. Some of you might be in the back seat. Even worse, you might not even be in the car at all! Someone else is really leading your life then. If that is the case, you cannot even see where the car (your life) is going! This is why it is important to take control of your life. The keys should only remain in your property. Do not loan or give them out to others. They have their own lives to lead. If they are not leading their own lives, or are attempting to lead (control) yours, this is where learning to say 'no' comes in handy.

5.) Avoid Procrastination

Procrastinating can waste your valuable time. There are always tasks we do not enjoy doing as much as others. Getting those tasks out of the way, however, will allow you to have greater enthusiasm for life and enough time and energy to participate in the things you love to do.

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6.) Add Fun and Relaxation

It is essential to make time for doing the things you truly enjoy. That might be a challenge for you, but without creating time for fun and relaxation you can easily become burnt-out and uncertain that rejuvenation is possible. For some of you, this has already happened.

7.) Get Support

Just as having a workout buddy helps you stay focused and motivated at the gym, having people in your life (friend, family, mentor) that help hold you accountable for your life goals is important. This helps you focus on what you want in life and allows you to go about achieving it. Asking for help does not display weakness, it exhibits strength. It takes courage to learn new skills, but it makes you stronger and more self-aware. Your life truly can be as meaningful as you desire. If you want to make positive changes, now is the time to take action.

Jennifer N. Reed, M.A. is a Life Balance Mentor and offers consulting services nationwide. She helps individuals who are overwhelmed and burnt-out learn how to slow down in order to live more authentic, meaningful lives. To sign up for her FREE articles or to learn more about her individual and group services, visit www.JenniferNReed.com.