

# Work-Life Balance – Staying Healthy & Happy

## 1) 12 AREAS OF LIFE (1=POOR TO 10=OUTSTANDING)

1. \_\_\_\_\_ Business & Professional
2. \_\_\_\_\_ Personal Finance
3. \_\_\_\_\_ Relationship with Significant Other
4. \_\_\_\_\_ Relationship with Your Children
5. \_\_\_\_\_ Relationship with Other Family
6. \_\_\_\_\_ Relationship with Friends
7. \_\_\_\_\_ Emotional Health
8. \_\_\_\_\_ Physical Health
9. \_\_\_\_\_ Intellectual Health
10. \_\_\_\_\_ Spiritual Health
11. \_\_\_\_\_ Hobbies & Recreation
12. \_\_\_\_\_ Serving Others

## 2) WHY DO WE GET OUT OF \_\_\_\_\_?

- **Internal** Pressures
  - Personal satisfaction
  - Something to prove
- **External** Pressures
  - Financial obligations
  - Relationship expectations
  - Social & service expectations

## 3) DICTIONARY DEFINITION OF “DESIRE”:

- To want strongly or crave (more than a wish)

## 4) THREE LEVELS OF DESIRE:

1. Important
2. Very Important
3. \_\_\_\_\_ Important

## 5) DISEMPOWERING LANGUAGE:

When you speak of your goals or plan of action, do you use language that supports you? Sometimes our subconscious chooses words which sabotage our efforts such as:

- “If.....” *replace it with* \_\_\_\_\_
- “I’ll try.....” *replace it with* \_\_\_\_\_
- “I can’t.....” *replace it with* \_\_\_\_\_
- “I hope.....” *replace it with* \_\_\_\_\_
- “Someday....” *replace it with* \_\_\_\_\_

## 6) LIFE IS ALL ABOUT \_\_\_\_\_:

There is nothing more powerful than personal responsibility and accountability. If you don't like your circumstances, change them. Every waking moment is about choices and what is attached to them.

- Rewards
- Consequences

## 7) SYMPTOMS VS. PROBLEMS:

Some people wake up every day with a positive attitude, which is wonderful. If you wake up with a negative attitude, view it as a "symptom" and not a "problem". Then ask yourself "what is the problem that is causing my negative attitude?"

- |             |               |
|-------------|---------------|
| • Sad       | • Guilty      |
| • Angry     | • Tense       |
| • Hostile   | • Afraid      |
| • Irritable | • Anxious     |
| • Jealous   | • Annoyed     |
| • Nervous   | • Stressed    |
| • Depressed | • Embarrassed |

## 8) ENERGY GIVERS & ENERGY VAMPIRES:

Associate with people who are supportive of you; people who give you energy, plus reinforce and support your positive attributes. Remove people from your life who drain you of energy, are negative and non-supportive.

### Energy Givers

---

---

---

---

---

---

### Energy Vampires

---

---

---

---

---

---

## 9) LIFE IS CHAOS

- We live in a "\_\_\_\_\_ " world

## 10) IF YOU CAN'T TAKE CARE OF YOURSELF, YOU CAN'T TAKE CARE OF OTHERS

- Employees
- Significant other
- Children
- Other family
- Friends

### 11) HAVE YOU SOLD OUT ON YOUR “CORE VALUES”?

As soon as you begin to speak, people you encounter begin evaluating you by what you say, how you say it and what you look like as you speak. They are also evaluating your values by your behavior and actions. Are you true to your core values? List your top four core values (the things you value the most):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### 12) REDUCE THE CHAOS

- Life will create chaos: Discipline and change will remove it
- Create more time in your day
  - Write down and eliminate \_\_\_\_\_ that waste your day
  - Coach \_\_\_\_\_ who consume your day
  - Delegate more
  - Prioritize better (section 17 coming up)
  - Improve systems
  - Reduce e-mails
  - Reduce texts
  - Reduce voice mails
  - Stay off social media
  - Avoid interruptions
  - Close your office door
  - Notify family and friends
  - Manage meetings: Set an agenda - Start meetings on time - Stop meetings on time - No story telling – 50% monologue & 50% dialogue – Have employees run meetings – Email summary of meeting to everyone immediately afterwards

### 13) MANAGE YOUR \_\_\_\_\_:

- Stress can kill you!
- Love or gratitude eliminates symptoms
- Laughter is the best medicine
- Breathe deep to increase oxygen flow
- Are you drinking the poison?
- Work/life balance is critical – work is not worth losing your life over

### 14) RECHARGE YOUR \_\_\_\_\_

- What people give you energy?
- What people drain you of energy?
- What things give you energy?
- What things drain you of energy?

### 15) SPRINT AND \_\_\_\_\_

- Work focused for two-hours
- Take your breaks
- Completely disengage

## 16) CHANGE REQUIRES \_\_\_\_\_

- There are two motivators
  - Pleasure
    - Rewards/recognition
    - Birth of a child
    - New relationship
    - Spiritual awakening
    - Motivational speaker
  - Pain
    - Divorce
    - Illness
    - Death (family/friend)
    - Job loss/business failure
    - Events like 911 or COVID

## 17) PRIORITIZE YOURSELF: WHAT IS \_\_\_\_\_?

If we don't figure it out, we will spend our time doing things that are either:

- Gratifying
- Urgent

Become a consistent list maker and prioritize properly

- Write EVERYTHING down throughout the day
- Prioritize your list at the end of each day
- Prioritize as many things as you can get done each day in pencil
- Cross off the completed items with a highlight pen
- Don't get side-tracked with new items (prioritize them)
- Keep a steno pad and pen in your nightstand

## 18) REDUCE STRESS NOW!

- Exercise (yoga, walking, gym, sports, etc.)
- Organize your workspace and personal space
- Reduce reading local newspapers
- Reduce watching local news
- Take long deep breaths to relax
- When stressed, think about gratitude or love (things or people you are grateful for or love)
- Laughter is the best medicine
- It's OK to say "No"
- Open and honest conversations (do not build steam)
- Schedule personal "You" time (hobbies or things that bring you joy)
- Stimulate your senses:
  - Sight
  - Smell
  - Sound

## 19) CELEBRATE THE \_\_\_\_\_

- Set goals and celebrate each large and small victory

---

---

---



**BRAD WORTHLEY INTERNATIONAL**  
Internationally Acclaimed Experts  
in Customer Service and Leadership

# THE BWI LEARNING CENTER

**Incredible Online Training from the  
Comfort of Your Home or Office**

- Easy to use
- Available 24/7
- Instructional consistency
- Course material can be reviewed repeatedly
- Convenient: Your classroom is wherever you are
- Reports can be provided to show completed courses
- Each module ends with a quiz to test material retention
- Priced lower than in-person training, saving you money!
- Work at your own pace: Courses are broken into short modules
- Brad Worthley is the instructor, so you get all the passion & fun!

## COMPLIANCE COURSES

Pricing as low as \$21

- Harassment Prevention for Leaders
- Harassment Prevention for Team Members
- Active Shooter & Violent Intruder Response
- Title 31 – Compliance & Reporting for Leaders
- Title 31 – Compliance & Reporting for Team Members

## PERSONAL DEVELOPMENT COURSES

Pricing as low as \$27

- Why Failure Should Be an Option
- How to Deepen the Leadership Pool
- Reduce Stress & Increase Productivity
- How to Eliminate Office Politics & Drama
- How to Increase Employee Productivity by 300%
- How to Create and Sustain a Strong Service Culture
- Working from Home: Staying Motivated & Productive
- Self-Management: Increasing Efficiency & Productivity

## CUSTOMER SERVICE COURSES

Pricing as low as \$45

- Embracing Excellence
- Exceeding Customer Expectations

## LEADERSHIP DEVELOPMENT COURSES

Pricing as low as \$75

- Turning Managers into Leaders
- Simple Steps to an Extraordinary Career & Life
- How to Coach Your Employees, Peers or Supervisor
- Conversational Charisma: Mastering Communication and Relationships
- **Leadership Development Certificate Program**  
(10 hours for \$450)

**Contact us at (425) 957-9696 or [Brad@BradWorthley.com](mailto:Brad@BradWorthley.com) and get started today!**

For more information, volume pricing or to view short video clips of the courses above, visit

**[www.BWILearningCenter.com](http://www.BWILearningCenter.com)**