

Simplify Your Life

Give yourself an extra 10 minutes. Instead of always rushing, start 10 minutes early.

Create a "selfish" ritual. When you have what you need emotionally, you will have plenty left over for others. Rituals can be simple.

Speak softly. When you speak too quickly and with a loud voice, the energy you send out into the world is frantic and nervous. People around you will feel pressured and agitated. Speak more softly and you may discover that you begin to feel calmer and less stressed. You'll discover that everyone around you will quickly begin to quiet down, too.

Embrace change. Everything is in a constant state of change - our bodies, homes, children. We can fight and resist change or surrender and embrace it. The problem with resistance is it's a losing battle. When we try to resist the inevitable, we can cause ourselves great pain and sorrow and miss out on potential joy. When we embrace change, we open the door to a far more peaceful existence, life becomes an adventure and each step seems more special and important.

Don't dramatize deadlines. A lot of deadline stress comes not from the deadlines themselves, but instead from the energy wasted thinking about them. Working toward your goal without the interference of negative mental energy makes any job more manageable.

Keys to Success in Work/Life Balance

- **Avoid conflicts** by doing a Work/Life Weekly Calendar so that you are aware of your commitments
- **Be reachable** via cell phones or email by your coworkers or family
- **Reduce confusion** in the morning by packing backpacks and organizing what everyone needs such as what to wear and put it out the night before
- **Color coordinate** day clothes in the dresser drawer so everything goes together that way children can dress themselves and you do not waste time looking for what to wear
- **Make a to do list** for the week of projects you want to complete but don't get discouraged if it doesn't all get done just put it on next week's list
- **Figure out the seasonality of your obligations** such as intense work periods or children out of school and consciously adjust your schedule making adequate arrangements to give yourself smooth transitions
- **Examine** the right kind of help you need at home. Doing it all yourself adds strain, but the wrong help isn't much better. Good help in areas you need help is essential
- **Integrate** business meetings with school functions, family responsibilities and community activities
- **Communicate** - talk to your bosses and make sure they understand your goals and you understand theirs
- **Listen** to your family and your coworkers - if someone has a problem try to address it quickly and with a reasonable solution
- **Be flexible** and adjust to the unexpected in a positive way



FamilyFriendly.com and "Don't Sweat the Small Stuff: How to Simplify Your Life," Richard Carlson, PhD