



CEEK a Better Way®

# CEEK Life Balance Assessment Report

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This report is provided by CEEK LLC

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## 1. Introduction

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In life, everyone will face the stress and pressure associated with competing priorities under time and/or resource constraints. For decades, researchers and organizations have studied the relationship between work and life as one of the most significant examples of such competing priorities. The term ‘work/life balance’ has come to represent a critical priority for individuals in pursuit of general peace and fulfillment AND for organizations in pursuit of employee engagement and productivity.

At CEEK, we refer to ‘life balance’ as opposed to ‘work/life balance’. To us, work is merely one of the many competing priorities that most of us must juggle in life. Most people also must balance the demands of family, faith, hobbies, friends, health, and other priorities and concerns that consume the daily, weekly, monthly, and yearly focus of their lives. Yet for many of us, our work lives and responsibilities often define, indeed limit, our ability to pursue these other, personal areas of our lives, which also can provide us with satisfaction and a sense of fulfillment.

At CEEK, we dismiss the notion that personal success and professional success are mutually exclusive. In fact, individuals and organizations that actively pursue and promote life balance by effectively managing the tension of competing priorities will greatly increase the odds of achieving personal and professional success.

At CEEK, we define ‘healthy life balance’ as “a state in which professed priorities are ‘consistent with’ demonstrated behaviors.” In contrast, we define ‘unhealthy life balance’ as “a state in which professed priorities are ‘inconsistent with’ demonstrated behaviors.”

The CEEK Life Balance Assessment is designed to help you intentionally profess the priorities of your life. As part of this assessment, we compare your professed priorities to your demonstrated behaviors, which is to say how you live your life. Areas in which your priorities and behaviors are in conflict create a potential source of tension in your life. These findings are then used to calculate your Life Balance Assessment Score and to suggest ways that you can intentionally pursue enhanced balance and fulfillment.

The Life Balance Assessment and this associated report are tools to help you build awareness as the first, most important step in pursuing enhanced life balance. We encourage you to refer to and leverage this report as you read “Navigate Chaos: A 5-Step Guide to Balance Work, Family, and Other Life Priorities.” Coupled with this assessment, the book will guide you through a simple, yet powerful approach to pursue healthy life balance.

The remainder of this report summarizes the findings from your Life Balance Assessment. For additional guidance, workshops, training or coaching support in pursuit of life balance for yourself and/or your organization, we invite you to contact us via email at [info@ceekllc.com](mailto:info@ceekllc.com).



## 2. Summary Results

As part of assessing your life balance and for comparison with your peers, the Life Balance Assessment collects and maintains nonattributed data across age, gender, country, education level, working status, industries or job functions, years in profession, and compensation level. On completing the Life Balance Assessment, you provided the following information:

<b>Age Range</b>	40-44
<b>Gender</b>	Male
<b>Country</b>	United States of America
<b>Highest Educational Level</b>	Master's Degree
<b>Primary Working Status</b>	Full-Time
<b>Occupational Category</b>	Architecture and Engineering
<b>Years in Current Occupation</b>	15-19
<b>Annual Household Income</b>	\$100,000-\$199,999

In addition, we ask users of the tool to evaluate their levels of happiness and stress on a ten-point scale. We use this data to correlate individual Life Balance Assessment Scores with general levels of happiness and stress in order to demonstrate how your proactive efforts to improve your life balance can enhance your happiness and reduce stress. In response to these questions, you indicated the following:

- Happiness: 9 (High)
- Stress: 4 (Low)

Finally, the Life Balance Assessment is a flexible tool that allows individuals to identify as many as ten priority areas within their lives. In completing the assessment, you identified the following personal priority areas:

- Career
- Faith
- Family
- Food
- Friends
- Health
- Hobbies
- Pets
- Relaxation
- Vacations



Based on these inputs, you were asked a series of questions regarding your willingness to sacrifice one priority area in favor of another. Similarly, you were asked to evaluate how often you sacrifice one priority area in favor of another. Using your responses to these questions, the Life Balance Assessment identifies sources of tension among competing priorities. Based on the magnitude and frequency of such tensions, we calculate a Life Balance Assessment Score as a percentage. As defined in the sidebar to the right, the Life Balance Assessment Score correlates to a general rating regarding your degree of 'life balance.'

## Balance Assessment Scale

- |                       |                             |
|-----------------------|-----------------------------|
| <b>92% or Higher:</b> | <b>"Balanced"</b>           |
| <b>84% to 91%:</b>    | <b>"Occasionally Shaky"</b> |
| <b>76% to 81%:</b>    | <b>"Frequently Shaky"</b>   |
| <b>75% or Lower:</b>  | <b>"Unbalanced"</b>         |

**Based on your identified priority areas and assessment results, your Life Balance Assessment Score is 0%. This score is consistent with a Life Balance Assessment Rating of "Unbalanced."**

Your results are indicative of a person who is living an 'unbalanced' life. Your demonstrated behaviors are often inconsistent with your professed priorities. Your rating is reflective of individuals whose priorities are not well known or are otherwise consistently disrupted. These disruptions may be the result of external circumstances that warrant a reshuffling of your priorities. Alternatively, you may be in the midst of some adversity or life circumstance that warrants extended focus in one priority area of your life at the expense of the others.

Regardless of the circumstances, it is important that you begin the process to restore some semblance of healthy balance to your life.

It is likely that you do not have a clear set of priorities at this stage of your life. If you have not done so already, you may want to revisit your core values and a compelling purpose or mission that should influence or drive your priorities.

It is common that individuals leading an unbalanced life either have not defined or are unable to sustain a set of routines or recurring activities that help reinforce the priority areas of their life. Individuals characterized as unbalanced commonly allow less important demands to infringe on routines or activities that reinforce their professed priorities. It is also common that other life stresses frequently detract from your presence to any activities that are consistent with your professed priorities.

Individuals living an unbalanced life often feel overwhelmed and are unable to consistently live the life they desire. Many such individuals are unfulfilled in their profession and/or are unable to attain sustained peace in their lives. Because you lack healthy balance, you may not be equipped to handle additional adversity that may further apply pressure to the priorities in your life. It is important that you clarify your priorities at this stage of your life and take modest steps that will set a foundation for restoring some balance in your life.



The following bar chart compares your Balance Assessment Score to the average values reported within your specified Age Range, Gender, Country, Highest Educational Level, Primary Working Status, Occupational Category, Years in Current Occupation, and Annual Household Income.

**Age Range: 40-44 (5)**

59%

**Gender: Male (8)**

68%

**Country: United States of America (21)**

73%

**Highest Educational Level: Master's Degree (13)**

71%

**Primary Working Status: Full-Time (16)**

74%

**Occupational Category: Architecture and Engineering (4)**

55%

**Years in Current Occupation: 15-19 (7)**

61%

**Annual Household Income: \$100,000-\$199,999 (11)**

71%

0%

The remainder of this report further details the findings of our review of your Life Balance Assessment. Your professed priorities and your willingness to sacrifice one priority area in favor of another are detailed in the next section. Sources of tension based on sacrifices you make that conflict with your professed priorities are discussed in section 4. We identify potential sources of "slack" that allow you to reallocate your time and resources consistent with your professed priorities in section 5. Section 6 provides a summary of findings and recommendations to help you intentionally pursue enhanced life balance. Finally, you will also find templates to further assist you in developing a plan of action to enhance or sustain healthy life balance.



### 3. Assessment of Priorities

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Based on your reported willingness to sacrifice one priority area for another, the following list ranks your specified life priorities from greatest to least professed importance.

1. Career
2. Faith
3. Family
4. Food
5. Friends
6. Health
7. Hobbies
8. Pets
9. Relaxation
10. Vacations

Based on actual sacrifices that you make in favor, or pursuit, of one priority area over another, the following list ranks your specified life priorities from greatest to least demonstrated importance.

1. Career
2. Faith
3. Family
4. Food
5. Friends
6. Health
7. Hobbies
8. Pets
9. Relaxation
10. Vacations

As you will notice, the ranked list of your ‘professed priorities’ is identical to the ranked list of your ‘demonstrated priorities.’ This is a good sign that is commonly indicative of individuals with healthy life balance. However, you may still experience sources of tension.

In some cases, your priorities are not clear. The following summarizes instances when you are unwilling to sacrifice one area of your life in favor of another.

- You are unwilling to sacrifice Career in favor of Faith. And you are unwilling to sacrifice Faith in favor of Career.
- You are unwilling to sacrifice Career in favor of Family. And you are unwilling to sacrifice Family in favor of Career.
- You are unwilling to sacrifice Career in favor of Food. And you are unwilling to sacrifice Food in favor of Career.
- You are unwilling to sacrifice Career in favor of Friends. And you are unwilling to sacrifice Friends in favor of Career.
- You are unwilling to sacrifice Career in favor of Health. And you are unwilling to sacrifice Health in favor of Career.
- You are unwilling to sacrifice Career in favor of Hobbies. And you are unwilling to sacrifice Hobbies in favor of Career.



- You are unwilling to sacrifice Career in favor of Pets. And you are unwilling to sacrifice Pets in favor of Career.
- You are unwilling to sacrifice Career in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Career.
- You are unwilling to sacrifice Career in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Career.
- You are unwilling to sacrifice Faith in favor of Family. And you are unwilling to sacrifice Family in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Food. And you are unwilling to sacrifice Food in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Friends. And you are unwilling to sacrifice Friends in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Health. And you are unwilling to sacrifice Health in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Hobbies. And you are unwilling to sacrifice Hobbies in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Pets. And you are unwilling to sacrifice Pets in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Faith.
- You are unwilling to sacrifice Faith in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Faith.
- You are unwilling to sacrifice Family in favor of Food. And you are unwilling to sacrifice Food in favor of Family.
- You are unwilling to sacrifice Family in favor of Friends. And you are unwilling to sacrifice Friends in favor of Family.
- You are unwilling to sacrifice Family in favor of Health. And you are unwilling to sacrifice Health in favor of Family.
- You are unwilling to sacrifice Family in favor of Hobbies. And you are unwilling to sacrifice Hobbies in favor of Family.
- You are unwilling to sacrifice Family in favor of Pets. And you are unwilling to sacrifice Pets in favor of Family.
- You are unwilling to sacrifice Family in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Family.
- You are unwilling to sacrifice Family in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Family.
- You are unwilling to sacrifice Food in favor of Friends. And you are unwilling to sacrifice Friends in favor of Food.
- You are unwilling to sacrifice Food in favor of Health. And you are unwilling to sacrifice Health in favor of Food.
- You are unwilling to sacrifice Food in favor of Hobbies. And you are unwilling to sacrifice Hobbies in favor of Food.
- You are unwilling to sacrifice Food in favor of Pets. And you are unwilling to sacrifice Pets in favor of Food.
- You are unwilling to sacrifice Food in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Food.
- You are unwilling to sacrifice Food in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Food.
- You are unwilling to sacrifice Friends in favor of Health. And you are unwilling to sacrifice Health in favor of Friends.



- You are unwilling to sacrifice Friends in favor of Hobbies. And you are unwilling to sacrifice Hobbies in favor of Friends.
- You are unwilling to sacrifice Friends in favor of Pets. And you are unwilling to sacrifice Pets in favor of Friends.
- You are unwilling to sacrifice Friends in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Friends.
- You are unwilling to sacrifice Friends in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Friends.
- You are unwilling to sacrifice Health in favor of Hobbies. And you are unwilling to sacrifice Hobbies in favor of Health.
- You are unwilling to sacrifice Health in favor of Pets. And you are unwilling to sacrifice Pets in favor of Health.
- You are unwilling to sacrifice Health in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Health.
- You are unwilling to sacrifice Health in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Health.
- You are unwilling to sacrifice Hobbies in favor of Pets. And you are unwilling to sacrifice Pets in favor of Hobbies.
- You are unwilling to sacrifice Hobbies in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Hobbies.
- You are unwilling to sacrifice Hobbies in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Hobbies.
- You are unwilling to sacrifice Pets in favor of Relaxation. And you are unwilling to sacrifice Relaxation in favor of Pets.
- You are unwilling to sacrifice Pets in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Pets.
- You are unwilling to sacrifice Relaxation in favor of Vacations. And you are unwilling to sacrifice Vacations in favor of Relaxation.

If you can manage both areas identified above successfully, without one impacting the other, life balance can be sustained. However, in instances when the demands of one priority area must be addressed at the expense of another, tension is inevitable. These and other potential sources of tension are described in the following section.



## 4. Sources of Tension

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The most common source of tension that frustrates the pursuit of life balance is when 'demonstrated priorities' are inconsistent with 'professed priorities.'

Based on your response to survey questions, your 'professed priorities' and 'demonstrated priorities' are in direct alignment. This assessment result is most often consistent with individuals who live an authentic life, consistent with their core values and professed priorities.

However, as listed below, it appears that you still make some sacrifices in areas of your life that you deem more important in favor of other areas that you deem less important.

- You always sacrifice Career in favor of Faith.
- You always sacrifice Career in favor of Family.
- You always sacrifice Career in favor of Food.
- You always sacrifice Career in favor of Friends.
- You always sacrifice Career in favor of Health.
- You always sacrifice Career in favor of Hobbies.
- You always sacrifice Career in favor of Pets.
- You always sacrifice Career in favor of Relaxation.
- You always sacrifice Career in favor of Vacations.
- You always sacrifice Faith in favor of Career.
- You always sacrifice Faith in favor of Family.
- You always sacrifice Faith in favor of Food.
- You always sacrifice Faith in favor of Friends.
- You always sacrifice Faith in favor of Health.
- You always sacrifice Faith in favor of Hobbies.
- You always sacrifice Faith in favor of Pets.
- You always sacrifice Faith in favor of Relaxation.
- You always sacrifice Faith in favor of Vacations.
- You always sacrifice Family in favor of Career.
- You always sacrifice Family in favor of Faith.
- You always sacrifice Family in favor of Food.
- You always sacrifice Family in favor of Friends.
- You always sacrifice Family in favor of Health.
- You always sacrifice Family in favor of Hobbies.
- You always sacrifice Family in favor of Pets.
- You always sacrifice Family in favor of Relaxation.
- You always sacrifice Family in favor of Vacations.
- You always sacrifice Food in favor of Career.
- You always sacrifice Food in favor of Faith.
- You always sacrifice Food in favor of Family.
- You always sacrifice Food in favor of Friends.
- You always sacrifice Food in favor of Health.
- You always sacrifice Food in favor of Hobbies.
- You always sacrifice Food in favor of Pets.
- You always sacrifice Food in favor of Relaxation.
- You always sacrifice Food in favor of Vacations.
- You always sacrifice Friends in favor of Career.
- You always sacrifice Friends in favor of Faith.



- You always sacrifice Friends in favor of Family.
- You always sacrifice Friends in favor of Food.
- You always sacrifice Friends in favor of Health.
- You always sacrifice Friends in favor of Hobbies.
- You always sacrifice Friends in favor of Pets.
- You always sacrifice Friends in favor of Relaxation.
- You always sacrifice Friends in favor of Vacations.
- You always sacrifice Health in favor of Career.
- You always sacrifice Health in favor of Faith.
- You always sacrifice Health in favor of Family.
- You always sacrifice Health in favor of Food.
- You always sacrifice Health in favor of Friends.
- You always sacrifice Health in favor of Hobbies.
- You always sacrifice Health in favor of Pets.
- You always sacrifice Health in favor of Relaxation.
- You always sacrifice Health in favor of Vacations.
- You always sacrifice Hobbies in favor of Career.
- You always sacrifice Hobbies in favor of Faith.
- You always sacrifice Hobbies in favor of Family.
- You always sacrifice Hobbies in favor of Food.
- You always sacrifice Hobbies in favor of Friends.
- You always sacrifice Hobbies in favor of Health.
- You always sacrifice Hobbies in favor of Pets.
- You always sacrifice Hobbies in favor of Relaxation.
- You always sacrifice Hobbies in favor of Vacations.
- You always sacrifice Pets in favor of Career.
- You always sacrifice Pets in favor of Faith.
- You always sacrifice Pets in favor of Family.
- You always sacrifice Pets in favor of Food.
- You always sacrifice Pets in favor of Friends.
- You always sacrifice Pets in favor of Health.
- You always sacrifice Pets in favor of Hobbies.
- You always sacrifice Pets in favor of Relaxation.
- You always sacrifice Pets in favor of Vacations.
- You always sacrifice Relaxation in favor of Career.
- You always sacrifice Relaxation in favor of Faith.
- You always sacrifice Relaxation in favor of Family.
- You always sacrifice Relaxation in favor of Food.
- You always sacrifice Relaxation in favor of Friends.
- You always sacrifice Relaxation in favor of Health.
- You always sacrifice Relaxation in favor of Hobbies.
- You always sacrifice Relaxation in favor of Pets.
- You always sacrifice Relaxation in favor of Vacations.
- You always sacrifice Vacations in favor of Career.
- You always sacrifice Vacations in favor of Faith.
- You always sacrifice Vacations in favor of Family.
- You always sacrifice Vacations in favor of Food.
- You always sacrifice Vacations in favor of Friends.
- You always sacrifice Vacations in favor of Health.
- You always sacrifice Vacations in favor of Hobbies.



- You always sacrifice Vacations in favor of Pets.
- You always sacrifice Vacations in favor of Relaxation.

It is possible that you have the capacity to push yourself further to pursue your passion and interests. Furthermore, it is important to consider how life circumstances or unexpected adversity might impact your priorities and associated life balance.

**ACTION** – We encourage you to reflect on the circumstances of your life that enable you to effectively pursue what is important to you. Establish routines and the intentional discipline to periodically reassess your priorities to maintain life balance. Consider the following questions. (See attachment 5 for an associated worksheet template.)

- |   |  |
|---|--|
| 1 | What characteristics of my current circumstances enable me to maintain effective balance?  |
| 2 | Do such circumstances offer an opportunity for me to further pursue a passion or interest? |
| 3 | How might circumstances change in the future to challenge my priorities?                   |

Even though your professed and demonstrated priorities are aligned, it is important to define what ‘healthy life balance’ means to you. In many cases, individuals will define goals such as “spend more time with family” or “spend less time at work.” However, defining balance in terms of “more” or “less” is an unattainable goal because there will always exist the potential for “more” or “less.” Instead, at CEEK, we encourage individuals to define balance in terms of the ‘commitments’ they can make within the realistic constraints of their lives. For example:

- Can I COMMIT...to have dinner with the family every night?
- Can I COMMIT...to exercise for a half hour every day?
- Can I COMMIT...to spend time on strategic but not urgent matters each week at work?
- Can I COMMIT...to put the cell phone and computer aside for two hours each day?
- Can I COMMIT...to spend a day each month focused on a child or significant other?
- Can I COMMIT...to regularly attend a class or pursue a hobby or other interest?
- Can I COMMIT...to an annual vacation void of distraction?
- Can I COMMIT...to serve a higher calling on a weekly, monthly, or yearly basis?

Because your professed priorities and demonstrated priorities are consistent, it is likely that you have a set of established routines or activities that support the priority areas of your life.

Regardless, we encourage you to refer to attachment 1 of this report for an example template to use to put in writing such goals, or commitments, for the priority areas of your life.



## 5. Sources of Slack

Just as the Life Balance Assessment can reveal sources of tension in your life, it also can reveal sources of slack. At CEEK, we define 'slack' as potential for an individual or organization to create time and space to pursue what is strategic but not urgent. Relative to the Life Balance Assessment, we consider a potential source for slack to be any instance in which you are willing to sacrifice one area of your life in favor of another, but you rarely do.

Based on your responses to survey questions, you sometimes, often, or always sacrifice lower-priority areas of your life in favor of a higher-priority area. As a result, you may have limited, if any, slack. While you may be effective in maintaining focus on the most significant priorities in your life, it is possible that your neglect of other interests or priorities could introduce new, unresolved tension.

**ACTION** – We encourage you to reflect on your neglect for lower-priority areas specified in your survey response. Consider the following questions. (See attachment 3 for an associated worksheet template.)

1	Has my focus on the most important priorities in my life prevented me from pursuing lower priorities that would enhance my fulfillment in life?
2	If yes, what commitments can I make that will restore some focus on neglected priority areas?
3	If no, what is it about these other areas of my life that make them worthwhile priorities?

Such circumstances most commonly occur when facing and managing the illness of a loved one; supporting a critical, time-sensitive work demand; or dealing with another unexpected crisis. While life circumstances sometimes dictate intense periods of focus, it is important to remain intentional about your own mental, physical, and spiritual health during such periods. Finding time to pursue other interests or priorities during such periods can enhance productivity and/or fulfillment while mitigating any associated stress.



## 6. Summary and Next Steps

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The simple initiative to complete this assessment demonstrates an intentional effort on your part to pursue healthy life balance. In completing the assessment, you identified 10 priority areas of your life. Based on the magnitude and frequency of competing tensions among your professed priorities and demonstrated priorities, we calculated a Life Balance Assessment Score of 0%. This score is consistent with our definition of a(n) Unbalanced life.

Whatever your current assessment results, your perspective on balance and your objectives related to it will change depending on the circumstances of your life. It is nonetheless important that you take the steps necessary to restore or sustain healthy life balance based on your 'current' circumstances. Doing so now will equip you to effectively manage this tension when life throws adversity your way. Equally important, your intentional effort to pursue healthy life balance will enhance your personal joy, fulfillment, and peace while also enhancing your productivity at work.

To assist you in your pursuit of healthy life balance, we have included as attachments to this report some templates to help you develop and sustain a plan of action; some were referred to in earlier sections of this report. We recommend these next steps:

1. Complete the relevant portions of the attached templates.
2. Update your calendar with any new commitments.
3. Reassess your life balance in three to six months. As our gift to you, we authorize you to take the assessment a second time at no cost. Simply purchase the balance assessment a second time using the case sensitive promo code, CEEKbalance at:  
<https://www.cekllc.com/product-page/ceek-balance-assessment>

To further assist in your pursuit of healthy life balance, we also encourage you to leverage this report as you read "Navigate Chaos: A 5-Step Guide to Balance Work, Family, and Other Life Priorities." And if you desire to do more, or if you are a leader in your organization who seeks to promote a culture of healthy balance, we encourage you to consider participating in one or more of our CEEK a Better Way® Workshops.

Send an email to [info@cekllc.com](mailto:info@cekllc.com) to inquire about upcoming webinars or to discuss how we can deliver a Healthy Life Balance Workshop or speaking engagement within your organization that will promote enhanced productivity for your organization along with healthy life balance and personal fulfillment for your team.



## Attachment 1. Priority Goals/Commitments

For each of the priority areas that you specified in your Life Balance Assessment, we encourage you to define at least three goals – stated as daily, weekly, monthly, or yearly commitments – that you can establish to reinforce your professed priorities in life. Specify the schedule and frequency with which you commit to fulfill each activity. As appropriate, place the specified commitments on your home and work calendars. Consider tracking your progress in a journal as a relative percentage of commitments maintained.

**Priority Area:** \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		

**Priority Area:** \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		



Priority Area: \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		

Priority Area: \_\_\_\_\_

	Goal/Commitment	Schedule/Frequency
1		
2		
3		

\* Print more copies of this sheet as necessary to address additional priority areas in your life.



## Attachment 2. Resolving Balance Tensions

**ACTION** – For any priority areas whose professed priority is not consistent with your demonstrated behavior, we encourage you to assess the existing or potential sources of tension that may hinder your ability to sustain the goals or commitments you have proposed. Consider the following questions for each priority area and the associated commitments.

**Priority Area:** \_\_\_\_\_

	Question	Response
1	What, if anything, would prevent me from making and keeping the commitments associated with this priority area?	
2	What, if anything, can I do to remove such obstacles?	
3	Who can I engage or what can I do to hold myself accountable to such commitments?	



Priority Area: \_\_\_\_\_

	Question	Response
1	What, if anything, would prevent me from making and keeping the commitments associated with this priority area?	
2	What, if anything, can I do to remove such obstacles?	
3	Who can I engage or what can I do to hold myself accountable to such commitments?	

\* Print more copies of this sheet to address each priority area and the associated commitments.



## Attachment 3. Neglected Priority Areas

**ACTION** – Relative to the Life Balance Assessment, we consider ‘slack’ to be any instance in which you are willing to sacrifice one area of your life in favor of another, but you rarely do. If you often or always sacrifice ‘lower-priority areas’ of your life in favor of ‘higher-priority areas,’ you may have limited, if any, slack. While you may be effective at maintaining focus on the most significant priorities in your life, it is possible that your neglect of other interests or priorities could introduce new, unresolved tension. We encourage you to reflect on your neglect of lower-priority areas via the following questions.

Question	Response
1  Has my focus on the most important priorities in my life prevented me from pursuing other priorities that would enhance my fulfillment in life? In what ways?	
2  If yes, what commitments can I make that will restore some focus on neglected priority areas?	
3  If no, what is it about these other areas of my life that make them worthwhile priorities?	



## Attachment 4. "Slack" Assessment

**ACTION** – Relative to the Life Balance Assessment, we consider slack to be any instance in which you are willing to sacrifice a 'lower-priority area' of your life in favor of a 'higher-priority area,' but you rarely do. If such instances are infrequent or rare, it is useful to be aware of these sources for slack and to identify circumstances under which you would sacrifice lower-priority areas to focus on one or more higher-priority areas. We encourage you to reflect on following questions in preparation for circumstances that may warrant enhanced focus on another priority area of your life.

	Question	Response
1	What current commitments do I maintain that are optional?	
2	What circumstances might warrant my reconsideration of such optional commitments?	
3	What commitments, if any, could I temporarily suspend or permanently discontinue?	



## Attachment 5. Balance Contingency Plan

**ACTION** – If your professed priorities and demonstrated priorities are well-aligned, we encourage you to reflect on the circumstances of your life that enable you to effectively prioritize what is important to you. It is important to establish the intentional discipline to periodically reassess your priorities to maintain effective life balance. Consider and respond to the following questions.

Question	Response
1 What characteristics of my current circumstances enable me to maintain effective balance?	
2 Do such circumstances offer an opportunity for me to further pursue a passion or interest?	
3 How might circumstances change in the future to challenge my priorities?	