



THE
APPROACH

Work-Life Balance Tools

Individuals can prioritize tasks effectively, focus on high-impact activities, manage time efficiently, and reduce stress by ensuring that efforts are directed towards tasks that truly matter.

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What do you need to let go of

BACKGROUND

- The things we hold onto, bear grudges or perhaps feel angry and hurt about cloud our mind and prevent us and/or our business from being the best we can.
- Letting go usually involves some form of forgiveness or acceptance before we can move on - whether it's yourself, someone else, a situation or even an unknown third party.
The irony is that whatever you're holding onto, it's probably hurting you much more than it does anyone else.
- Letting go doesn't mean we condone a situation or behaviour, it's about lightening our load - because when we let go of whatever is bothering us we set ourselves free and get to reclaim that energy.
- You don't need to know HOW to let go, you just need to be WILLING.
- Finally, whether it's in you or your business, whatever you find it hardest to let go of is probably what you need to let go of the most...

INSTRUCTIONS: While you may not wish to do anything about these right now, just listing what you need to let go of here will raise your level of awareness and you'll naturally begin to loosen your grip. So, simply list below what you're holding onto, what slows you down, what riles you up and anything that gets in the way of you or your business being the best you can be...

What do I need to let go of?**How I benefit by 'holding on' ***

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Just for a second, imagine letting go of everything on this list. How does it feel?

.....

What have I learned from doing this exercise?

.....

* Struggling to identify a benefit? There must be *some benefit* or you wouldn't be holding on. Ask yourself, "What do I gain by keeping hold of this?", "How do I benefit by things staying exactly as they are?" Do you get to avoid dealing with a situation, looking at what you really feel, or the hassle of making a change? Maybe you get to stay in 'the right' or avoid facing up to a hard truth?

TIP: If you need to let go of something YOU did, simply ask, "What do I need to do that will allow me to let this go?" Perhaps you need to make note of what you've learned, make some kind of amends, forgive yourself, apologise or find a meaningful way to make it up to yourself or someone else. While we can't change the past, we can make amends and learn from it.

Expose your hidden Time Wasters

Time Chart – Expose Your Hidden Time Wasters

- Record how you spend your time each day (in units of 0.25 hours), then total each day you've completed. Does it add up to more or less than 24 hrs?
- At the end of the week calculate your totals for each area you spend time in. What do you notice? Where could you spend less time? More time?

ACTIVITIES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Sleep								
Grooming/Body								
Morning								
Night-time								
Other (eg. special, going out, massage etc)								
Work								
Commute/Travel								
Preparation for/thinking about work								
Email and Correspondence								
Working on Projects								
Networking and/or Work-based Social Media								
Life Necessities								
Cooking and preparing food								
Eating								
Grocery Shopping/Errands/Paying Bills etc								
Chores/Laundry/Cleaning/Repairs etc								
Fun/Leisure								
Friends								
Movies/TV/Reading								
Exercise								
Hobbies/Activities								
Meditating, Spiritual or Faith Activities								
Quality time with partner and/or family								
Personal development/Life-planning								
Social Media and non-specific internet use								
Personal email/phone-calls/texting/messaging								
Other								
Child-care								
Volunteering								
Learning/Studying								
Procrastinating, 'fiddling' or feeling tired								
Shopping (clothes, gifts etc)								
TOTAL daily hrs accounted for (max 24 hrs)								

What we want when making changes in our businesses to move from a position of STRENGTH - and not from one of stress, weakness or unhappiness. This exercise will help you identify 3 actions you can take to energise your current working situation.

INSTRUCTIONS: So, where are you on the 'enjoyment' continuum? What contributes to how you feel at work? How could you have more energy at work? Answer the questions below to find out.

1. What % of your time at work are you feeling:

ENJOYMENT	%
IN BETWEEN	%
MISERY	%

2. Put an X on the line below to show where you are **most often** on the 'enjoyment' continuum:



3. What have you noticed so far? Any surprises?

4. What would you say **most** contributes to your **enjoyment** at work?

Reclaim your energy at work

Tip: People who enjoy their work are usually good at making a distinction between themselves and the RESULTS of their work. This brings a detachment that allows for enjoyment of work independent of circumstances. When we don't maintain this distinction, our enjoyment will always be dependent on whether or not things are going 'well'.

5. What would you say **most contributes to your **misery** at work?**

.....

.....

.....

.....

6. What would you say are the **underlying critical variables as to whether you enjoy work or not?**

.....

.....

.....

7. What **COULD you do differently at work to feel better? (brainstorm ideas here)**

.....

.....

.....

8. What would **make the biggest difference as to whether you enjoy your work or not?**

.....

9. Now, **what WILL you do differently to reclaim your power and energy at work?**

1st Action _____	By when _____
2nd Action _____	By when _____
3rd Action _____	By when _____

Now copy these out on *post-it notes* and stick them in your car, wallet, locker, fridge door, desk drawer or *any place where you will see them often.*

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