



Coaching Tips for Having a Balanced Work/Lifestyle

1. **Focus on what's important to you.**
2. **Share your knowledge and contacts with co-workers, family and friends.**
3. **Give your best at work - Know who your customers are and decide how you can provide top-notch service to them. Set standards for yourself.**
4. **Give your best at home - Be fully present with your family when you are at home. Take time to really listen without distractions such as TV or newspaper.**
5. **Be concerned over what you can control or influence and let the rest go. -Don't sweat over what you can't control!**
6. **Ask for help when you are in trouble or in need.**
7. **Be optimistic; don't let anyone pull you into negativity. Keep your objectivity.**
8. **At the first sign of negative stress, take positive action. Negative stress can accumulate.**
9. **When something goes wrong, ask yourself, "How can I make it right?" Look for the five choices you have and then choose the best one.**
10. **Get lots of exercise. Have a healthy diet. Be moderate with alcohol.**
11. **Spend time alone - just so you can sort out your feelings. A personal journal is good for this.**
12. **Develop your spirit. (through prayer, meditation or reading)**
13. **Have some fun and laughter (at work and at home) as often as possible.**
14. **Give some of your time and talents to your community.**
15. **Engage in some creative activity.**
16. **Ensure you have time each week to do nothing.**

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