

INTRODUCTION

MODULE 24

Balancing Your Total Life

Achieving balance between your life and work is one of the most important measures of how well you are doing as a person and as an executive.

The fact is that you have far too much to do, every single day, and too little time in which to do it. No matter how hard you work or how efficiently you perform, you have a never ending river of new responsibilities and tasks that you must accomplish within specific deadlines.

The natural tendency, for anyone faced with overwork, is to begin to take time away from home, health and family in order to get the job done. This begins as a temporary measure and soon becomes a permanent form of lifestyle. And this is *not* for you.

In this program, you are going to learn a series of proven principles and techniques that you can use, starting immediately, to get your life in balance. You will learn how to accomplish far more in your work and simultaneously increase the amount of time you spend with the most important people in your life.

“Devote uninterrupted
chunks of time to
the most important
people in your life.”

WHAT YOU WILL LEARN IN THIS SESSION

“Remember, it’s
quantity of time
at home and quality
of time at work,
that counts.”

1. Your chief aim in life;
2. The central role of your relationships;
3. Practicing moderation in all things;
4. Defining your ideal lifestyle;
5. Getting your life back into balance;
6. Treating your time like money;
7. Setting peace of mind as your highest goal;
8. The real key to balance;
9. The Law of the Excluded Alternative;
10. The great Law of Personal Balance in life.