

Work/Life Balance

- Balance vs. Choices
 - Vision
 - Big Picture to Detail
- Roles
 - Who you are (all of them)
 - Where you want to be in each
 - Priorities
 - Rocks, Pebbles, Sand, Water
 - Quadrants
 - Mixing or Separating?
- Goals
 - Short Term & Long Term
 - Attainment Plans
 - Baby Steps
 - Goals for each role
 - Realistic in combination
- Time
 - Scheduling & Routines
 - Daily, Weekly, Monthly
 - Time Blocks
 - Empty Blocks
 - Habit (30 days)
 - Transition Time
- Tasks
 - Personal Systems
 - Calendaring
 - To Do Lists
 - Body Clock
 - Buffer Zones
 - Grouping like items
 - Time (fit/location)
 - Space (what's needed when)

