

## Achieving Life Balance: Taking Action for a Better Life (1st Edition)

### Course Specifications

**Course Number:** CCT-034\_rev0.0

**Course Length:** Self-study or Classroom Training

### Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Achieving life balance has become one of the hottest topics for self-improvement in today's hectic, fast-paced world. With constant demands pulling us in every direction, more and more of us are recognizing the need to reevaluate, reorganize, and reprioritize to live the life we want. Perhaps you are currently in this position. If so, ACHIEVING LIFE BALANCE is for you. The tips in this book will show you how to take charge, set goals, and rewrite your life script in order to change the patterns that may be keeping you from living a better life. Each lesson will help you reassess each area of your life and find ways to achieve better balance by looking at how you manage your self, your time, and your relationships.

**Course Objective:** The learning objectives for Achieving Life Balance are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The objectives of this book are:

- To explore the meaning of life balance and in what ways your own life may not be balanced the way you would like
- To explain goal setting and creating action plans to meet your goals
- To help you discover your psychological drivers and reprogram them for more positive results
- To present strategies for managing your time according to your values
- To demonstrate effective ways to manage your relationships with others

## Course Content

### Part 1: What Is Balance for You?

- Defining Life Balance
- Identifying How You Spend Your Time
- Charting Your Life Balance
- Chart Your Ideal Life Balance
- Assessing Your Values
- Aligning Your Life with Your Values
- Are You Living in Line with Your Values?
- Scrutinizing Your Schedule

### Part 2: Setting Goals and Action Plans

- Understanding Goal Setting
- Writing Goals Using the SMARTS Criteria
- Setting Goals to Fulfill Your Values
- Defining Action Steps for Achieving Your Goals
- Brainstorming for Action Steps
- Other Ideas for Developing Action Steps
- Developing an Action Plan

### Part 3: Managing Your Self

- Understanding "Life Script"
- Uncovering Your Own Life Script
- Discovering Psychological Drivers
- Defining the Five Drivers
- Analyzing the Drivers' Negative Impact
- Observing How Drivers Affect Life Balance
- Reprogramming Your Drivers
- Rethinking Your Underlying Messages
- Installing Your "Allowers" Messages

### Part 4: Managing Your Time

- Setting Priorities According to Your Values
- Making Effective Use of To-Do Lists
- Handling Paperwork and E-Mail Efficiently
- Keeping a Time Log

### Part 5: Managing Your Relationships

- Evaluating Your Relationships
- Understanding the Skill of Assertiveness
- Increasing Your Assertiveness
- Communicating Assertively
- Balancing Relationships Through Contracts
- Maintaining Assertiveness While Negotiating
- Responding to Others
- Using Active Listening