Work / Life Balance

Harmonizing Your World

Worksheet

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Tool Kit

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| --- | --- |
| Evaluate – Verify the path | Negotiate – Handle the unexpected |
| Navigate – Control the everyday | Extrapolate – Learn and Apply |
| Accelerate – Reach goals faster |  |

Evaluate - Verify the Path

What do you want to accomplish?

Why do you want to accomplish that?

What are your examples?

Is there a path?

What does it look like if you accomplish that?

What is after that?

Set Goals

Challenge Goals (Goals that challenge your skills and abilities, but are not stretch goals)

1.

2.

3.

Family Goals (spend more time together, teach a child to play an instrument, go on a trip, etc)

1.

2.

3.

Professional Goals (get published, become award winning, win a writing contest, etc)

1.

2.

3.

General Goals for yourself (be more patent, don’t be hard on yourself, take on a new hobby, etc)

1.

2.

3.

Navigate - Control the everyday

Who is on your Team?

What does your team look like?

How can you improve your team?

Does your team know they are on your team?

Do you have a mentor?

Who could you add to your team?

How does a team control the everyday?

What can you do to control time?

Build the team

Customize your team to what you need with room to spare.

Add two more people to your team than you have listed now

1.

2.

People you would like to have mentor you.

1.

2.

3.

Maximize time

What time saving tools do you need to use and why? (trello, messenger, shared calendars, etc)

1.

2.

3.

What tools or things can you do to ensure you take a moment for yourself to breathe? (meditate, mindfulness reminder, scheduled time of the day, etc)

1.

2.

3.

Accelerate - Reach goals faster

Who can you collaborate with?

What is the byproduct of a collaboration?

What is a dream collaboration?

Why would someone collaborate with you?

What can you do to train yourself to work on projects more efficiently?

Who would be a great training partner?

Collaborate

What kind of collaboration would you like to try? (writing, art, service project, community outreach, etc)

1.

2.

3.

What boundaries would you like to push? (writing in different genres, trying screenplays, etc)

1.

2.

3.

Train

What kind of routine would you like to start or develop? (writing routine, study, film study, contest entry, etc)

1.

2.

3.

What training makes sense to start with the goals you have?

1.

2.

3.

Negotiate - Handle the unexpected

Are you really using your resources?

Do you know what your resources are?

What resources are you missing?

When there is an issue who are you communicating that with?

Are you worried about letting people down?

Are you embarrassed to admit when there is a problem?

Do you have a plan for real big emergencies?

Resources

Inventory your resources (time, money, family, high speed internet, organizations you belong to, etc)

What resources do you need to add? (money, time, high speed internet, writing groups, etc)

1.

2.

3.

4.

5.

Communicate with Your Family and Team Often

Extrapolate - Learn and Apply

What information did you get?

How did things go?

How could it have gone better?

Why did it not work well?

Why did it work well?

How can you improve things?

What could you do better next time?

How did your team and resources hold up?

Learn

What are you going to do to keep track of your data?

1.

2.

3.

What improvement do you need to make?

1.

2.

3.

4.

5.

Apply Everything You Learned

Everyone Fails – Not Everyone Learns

Create Stretch Goals!

Have accomplished 10 wins (does not need to be consecutive)

Your team has been tested

Make sure you have excess resources

Let everyone know

Keep and make smaller goals still