



Life Balance — Alumnae Club

Fraternity Value: Personal and Intellectual Growth

Time: Approximately 20 minutes

Suggested Facilitator: Alumnae Club President or other member

Content Originally Sourced by: Leadership Institute: Women with a Purpose

Goals: To explore opportunities for life balance.

Room setup/materials needed:

- Make sure you have enough room for participants to sit comfortably in small groups.
- Make sure you are in an area where you will not be interrupted.
- Copies of “Life Balance Assessment” handout or “Wheel of Life Exercise” for each participant (found at the end of this seminar). Consider sending to members ahead of the meeting so they have time to think about their responses.

Getting Started

Talking points are indicated with a callout bullet (☛). Please use these as speaking guidelines, ☞ it be sure to jazz up the presentation with your own personality. Facilitation instructions are indicated with an arrow (☞) and serve as hints you might find helpful when administering the material. Most importantly, have fun!

☞ This is an individual activity.

☞ Encourage members to open their minds to being as honest as possible about their answers; their responses are only for their personal use.

Instructions

☞ Introduce the activity.

☛ At any age, a healthy, satisfying life balance can be hard to maintain. If we don't take time to step back and evaluate our time, we may not realize how out of balance our life is. Maintaining life balance will make you happier and restore harmony to your life.

☛ Take the next 10 minutes to complete the exercise.

☞ Pass out copies of the preferred exercise to all participants. Allow the group 10 minutes to complete.

Discussion Questions

- After groups have had time to complete the assessment, bring the group back together and discuss the following questions:
 - 🗣️ What about this assessment surprised you?
 - 🗣️ Do you feel you have a healthy level of balance, why or why not?
 - 🗣️ What are the things in your life right now that might need to change?
 - 🗣️ What are the things in your life right now that bring you great joy?

Final Wrap-Up

- After participants have finished sharing their thoughts on each of the discussion questions, lead the group in the final wrap-up.
 - 🗣️ Let me leave you with a final thought. Maintaining good life balance is key to feeling healthy, happy and not stressed. It's important to evaluate our life balance occasionally and assess what changes we may need to make to put our lives more in balance.
 - 🗣️ Thank you for coming and your willingness to be open and honest. In one month, let's come back to the reflection questions during an alumnae club meeting to check on progress and set new goals, if necessary.

Life Balance Assessment

Instructions

→ Circle T if the statement is *true* for you, F if the statement is *false* for you and S if the statement seems *somewhat* like you.

1.	I often feel like I am doing things I think I should do and that I want to do or enjoy doing.	T	F	S
2.	There are parts of my life or people in my life getting the attention they need or that I want to give them.	T	F	S
3.	There is enough time in my day.	T	F	S
4.	I have the time to accomplish the things I need and want to accomplish.	T	F	S
5.	I'm not often overwhelmed or anxious.	T	F	S
6.	I get enough sleep.	T	F	S
7.	I do not have a high level of stress in my life.	T	F	S
8.	I know what direction to take my life.	T	F	S
9.	I am comfortable with ambiguity.	T	F	S
10.	I laugh often.	T	F	S
11.	I take care of myself physically in a way that supports my health and well-being.	T	F	S
12.	I sustain healthy relationships.	T	F	S
13.	I do not use substances such as alcohol to deal with stress.	T	F	S
14.	I have order and organization in my life.	T	F	S
15.	I am rarely tired or irritable.	T	F	S
16.	I don't have trouble making decisions.	T	F	S
17.	I like to delegate; I do not need to do things myself.	T	F	S
18.	I am the same person I am on the inside as I am on the outside.	T	F	S
19.	I do not worry about the future.	T	F	S
20.	I am not a perfectionist.	T	F	S

Total T's: _____

Total F's: _____

Total S's: _____

Life Balance Assessment

Implications

- **If you have a high number of F's**, then you probably need to re-evaluate your current level of life balance. The way to find your direction is unique and personal to you. We recommend considering the reflection questions below. We also recommend reading some of the resources on our website in the Life Balance Feature to support your quest.
- **If you have a high number of S's**, you are probably experiencing a moderate level of life balance. Take full charge of your time by doing some additional research about ways that you can become more proactive and exercise your right to a balanced life.
- **If you have a high number of T's**, you are likely someone with a fairly secure sense of balance and direction. We applaud you for your work and ask you to reflect on how to amend the few areas that did get F's or S's in the above assessment.

Wheel of Life

from MindTools

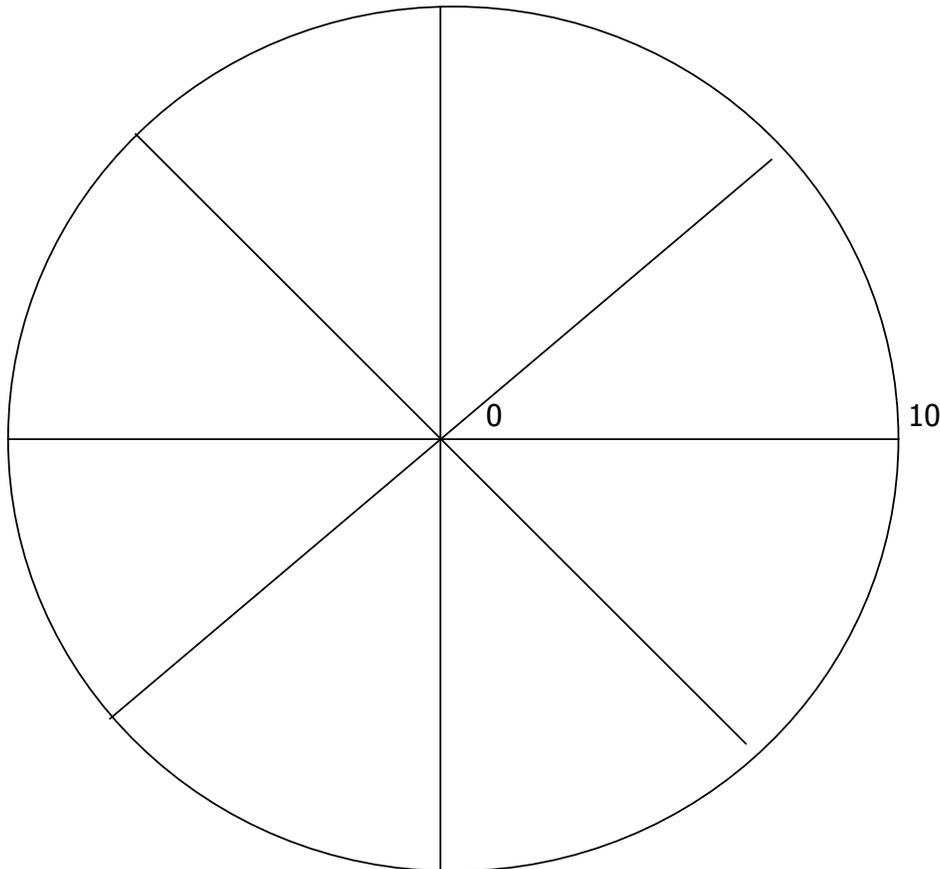
Instructions for using the Wheel of Life

- 1. Brainstorm Life Areas Start by brainstorming the six to eight dimensions of your life that are important for you. Different approaches to this are:**
 - The roles you play in life, for example: husband/wife, father/mother, manager, colleague, team member, sports player, community leader, or friend.
 - Areas of life that are important to you, for example: artistic expression, positive attitude, career, education, family, friends, financial freedom, physical challenge, pleasure, or public service.
 - Your own combination of these (or different) things, reflecting the things that are your priorities in life.
- 2. Write these down on the wheel**
 - Write down these dimensions on the diagram, one on each spoke of the life wheel.
- 3. Assess each area**
 - This approach assumes that you will be happy and fulfilled if you can find the right balance of attention for each of these dimensions. And different areas of your life will need different levels of attention at different times. So the next step is to assess the amount of attention you're currently devoting to each area.
 - Consider each dimension in turn, and on a scale of 0 (low) – to 10 (high), write down the amount of attention you're devoting to that area of your life. Mark each score on the appropriate spoke of your Life Wheel.
- 4. Join up the marks**
 - Now join up the marks around the circle. Does your life wheel look and feel balanced?
- 5. Think about your ideal level**
 - Next it's time to consider your ideal level in each area of your life. A balanced life does not mean getting 5 in each life area: some areas need more attention and focus than others at any time. And inevitably you will need to make choices and compromises, as your time and energy are not in unlimited supply!
 - So the question is, what would the ideal level of attention be for you in each life area. Plot the "ideal" scores around your life wheel too.
- 6. Take action**
 - Now you have a visual representation of your current life balance and your ideal life balance. What are the gaps? These are the areas of your life that need attention.
 - And remember that gaps can go both ways. There are almost certainly areas that are not getting as much attention as you'd like. However there may also be areas where you're putting in more effort than you'd ideally like. These areas are sapping energy and enthusiasm that may better be directed elsewhere.
 - Once you have identified the areas that need attention, it's time to plan the actions needed to work on regaining balance. Starting with the neglected areas, what things do you need to start doing to regain balance? In the areas that currently sap your energy and time, what can you stop doing or reprioritize or delegate to someone else? Make a commitment to these actions by writing them on your worksheet.
 - *Tip:* You can use the Wheel of Life as preparation for goal setting or coaching. It helps identify the areas you want to work on and is a great way of visualizing your current and desired life. Once you are working on improving your life balance, it's also a useful tool for monitoring your life balance as it changes over time.



YOUR NAME: _____

DATE: _____



WHEEL OF LIFE INSTRUCTIONS

The 8 sections in the Wheel of Life represent balance.

- Please change, split or rename any category so that it's meaningful and represents a balanced life for you.
- Next, taking the centre of the wheel as 0 and the outer edge as 10, rank your **level of satisfaction** with each area out of 10 by drawing a straight or curved line to create a new outer edge (see example)
- The new perimeter of the circle represents **your** 'Wheel of Life'. Is it a bumpy ride?

EXAMPLE

