

Keeping Balance in Your Life; Design Business, Book, Website, Family, Oh My!

by Barbara Miller, YES Spaces, LLC

Priorities

"I learned that we can do anything, but we can't do everything... at least not at the same time. So think of your priorities not in terms of what activities you do, but when you do them. Timing is everything."

Dan Millman, American Author

What is your highest priority RIGHT NOW?

What is your highest priority goal for the future?

When will you achieve that goal?

The question no woman likes...

Scheduling

"I am definitely going to take a course on time management... just as soon as I can work it into my schedule."

Louis E. Boone, American Author

Be realistic! How much time do you really have?

Use tools to help you - time management is not a dirty word

Use your priorities as your guide

Organization

"A particular shot or way of moving the ball can be a player's personal signature, but efficiency of performance is what wins the game for the team."

Pat Riley, NBA Coach

Organization does not equal rigid perfection – allow for flexibility and change

Think of efficiency as your goal

What one thing could you change about your morning routine that would save you 10-15 minutes every day?

Perfection

“The day the child realizes that all adults are imperfect, he becomes an adolescent; the day he forgives them, he becomes an adult; the day he forgives himself, he becomes wise.”

Alden Nowlan, Canadian Poet

The truth is...the children win...just don't let them know it!

What is perfection for you?

Where can you let go of your expectations? Revisit your priorities.

Self-Care

“Women need real moments of solitude and self-reflection to balance out how much of ourselves we give away.”

Barbara de Angelis, American Writer

Where do YOU fall on your priority list?

Mental and physical health and well-being – it's not a luxury

Don't forget about what renews your enthusiasm!

Guilt

“I think while all mothers deal with feelings of guilt, working mothers are plagued by guilt on steroids!”

Arianna Huffington, American Journalist

How does your guilt manifest itself?

What does forgiveness look like for you?

Balance

“Happiness is not a matter of intensity but of balance, order, rhythm and harmony.”

Thomas Merton, American Author

Balance is a verb; it requires flexibility and attention
