



Melinda's Office Works presents:

BALANCING YOUR LIFE

in honor of Balance Awareness Week (3rd week of Sept.)

- In 15 minute increments, list everything you do each day for a week.
- Take colored highlighters and mark your list as to which types of things you spent your time on. Try green for business/work; blue for family; yellow for health/spiritual; brown for recreation; and pink for personal. You will see how much one color dominates the page.
- Now you can start prioritizing your days a little better. Start the night before to schedule your day.
- Actually schedule and assign a time slot so that your day consists of a little of each aspect of your life.
- See where you can combine like-type tasks for better use of your time.
- Allow time for the unexpected!

Melinda's Office Works ... so can Yours!