



Workstyle-Lifestyle Consulting

Coaching Tips for Having a Balanced Work/Lifestyle

- 1. Focus on what's important to you.**
- 2. Share your knowledge and contacts with co-workers, family and friends.**
- 3. Give your best at work - Know who your customers are and decide how you can provide top-notch service to them. Set standards for yourself.**
- 4. Give your best at home - Be fully present with your family when you are at home. Take time to really listen without distractions such as TV or newspaper.**
- 5. Be concerned over what you can control or influence and let the rest go. -Don't sweat over what you can't control!**
- 6. Ask for help when you are in trouble or in need.**
- 7. Be optimistic; don't let anyone pull you into negativity. Keep your objectivity.**
- 8. At the first sign of negative stress, take positive action. Negative stress can accumulate.**
- 9. When something goes wrong, ask yourself, "How can I make it right?" Look for the five choices you have and then choose the best one.**
- 10. Get lots of exercise. Have a healthy diet. Be moderate with alcohol.**
- 11. Spend time alone - just so you can sort out your feelings. A personal journal is good for this.**
- 12. Develop your spirit. (through prayer, meditation or reading)**
- 13. Have some fun and laughter (at work and at home) as often as possible.**
- 14. Give some of your time and talents to your community.**
- 15. Engage in some creative activity.**
- 16. Ensure you have time each week to do nothing.**

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