



## **10 Tips for Creating Balance & Wellness**

### **1. Take care of yourself**

Take time for yourself everyday. Take a walk, listen to music, read a book, meditate. Allow yourself to unwind from the stress of each day. Get plenty of rest each day and sleep each night. Take care of your body, mind and spirit. Make yourself a priority. Live in the present and enjoy each moment.

### **2. Reward yourself and have fun**

When you reach a goal celebrate! Add joy and laughter into your life. Do something each day that brings you happiness. Balance work and fun. Spend time with people who make you laugh.

### **3. Touch it once**

Don't spend your time reading mail and advertisements only to put them in another pile to read all over again. Saving previously read email as "new" is like putting that message on a pile on top of your computer. Review items when you have time to handle them appropriately. This works well with voice mail messages too.

### **4. Manage your time by managing your life**

Prioritize your day, set goals, use a "to-do" list – whatever works for you. Have realistic expectations and be careful not to cram too many things into one day. Procrastination usually results in missed opportunities, anxiety and guilt. You can be productive while enjoying each beautiful day. Identifying how you spend your time can help you manage your life more effectively.

### **5. Get rid of your excess "stuff"**

Keep only the things you use, you love, or that have sentimental value. Toss the rest! If you have a hard time throwing things out, try storing them out of sight. If you haven't retrieved them after 6 months, reevaluate how necessary and beneficial they really are. If you don't usually get around to reading your magazines, don't keep them lying around - one more thing to add to your clutter! You'll feel energized by the extra space you've created, and it's easier to think clearly when your working area is clear.

### **6. Listen to your thoughts – you have a choice, speak kindly to yourself**

Listen to your self-talk – what are you saying to yourself over and over again? Are you positive or are you critical? No one can make you think, feel or believe anything unless you allow it. You choose your own thoughts – make them positive ones! Be a friend to yourself.

### **7. Engage in meaningful relationships**

Surround yourself with people that love and support you. Don't waste your life spending it with people who drain your energy or cause you stress. Set boundaries and ensure that others treat you well and with respect. Enjoy each person in your life. Acknowledge and thank someone everyday.

### **8. Speak your mind**

If someone upsets you or hurts your feelings, let them know. Keeping it to yourself only irritates YOU! By setting boundaries, you teach others how you expect (and will accept) to be treated. Set high standards and be true to yourself. Live your life in accordance with your values.

### **9. Worry wisely**

Simply put, worrying is a waste of time – unless it motivates you to take action. We may think we're "doing" something when we worry, but we're really just thinking negatively. Most things we worry about never happen. Often we worry about things we cannot control or are even unimportant to us.

### **10. Gratitude & Attitude**

Be grateful for what you have. Count your blessings, not your problems or shortcomings. It's been said life is 10% of what happens to us and 90% is how we react to it. Attitude really is everything.

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