

# BALANCE

Work



Life

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& Jean Gatz

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This eBook is part of  
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from the gold-medal, award-winning book:



**HOW TO OUT-THINK AND  
OUT-PERFORM THE COMPETITION**

Connie Podesta • Jean Gatz

- 1. LEADERSHIP**
- 2. CHANGE**
- 3. SUCCESSFUL CHOICES**
- 4. STRENGTHS**
- 5. ATTITUDE**
- 6. RELATIONSHIPS**
- 7. BALANCE**
- 8. ADDED VALUE**
- 9. EXCEED EXPECTATIONS**
- 10. PERFORMANCE**

IS IT BECOMING  
**MORE** AND  
**MORE**  
**DIFFICULT**  
TO FIND **BALANCE**  
IN YOUR LIFE?

joy FUN  
**family**  
peace health  
Friends  
HOBBIES  
social life  
**PERSONAL TIME**

expectations  
Bills **CARPOOL**  
obligations  
promotions  
MEETINGS  
community service  
**CAREER**  
**JOB CHORES**

If so, you are definitely not alone.

Our interviews show that

**MOST PEOPLE FEEL**

**THEY DON'T HAVE TIME**

TO DO THE THINGS THEY NEED TO DO,  
let alone the things they want to do.

**Here's what we hear most often:**

*"I want more time with my family."*

*"I'd like some time to be alone."*

*"I want to be healthier."*

*"I need sleep!"*

*"I never have time to see my friends."*

*"I want to be more involved in my community."*

*"My spouse and I never have time to ourselves."*

*"My job is too demanding."*

*"I can't seem to get organized."*

*"There's never any time left for me."*

*"There aren't enough hours in the day."*

Sound familiar?

Since there's no way to give you **MORE HOURS IN YOUR DAY**, let's focus on how to view the time you have from a different perspective.

**Our clients often ask us to speak about**

**“HOW TO BALANCE HOME AND CAREER.”**

**We suggest a different topic instead:**

**“HOW TO  
ACHIEVE BALANCE in a  
BUSY  
24/7 WORLD”**

While the two topics may appear to be the same,  
**they're very different** in scope.

### **“Balancing Home and Career”**

gives the illusion that there's a magical way to equalize these two parts of your life. No one has discovered a way to do that yet.

In fact, most people who attempt to define balance in terms of equal time for home and career usually end up frustrated and disappointed when they discover that it's easier said than done.

The truth is:

MOST JOBS REQUIRE THAT YOU  
**SPEND FAR MORE TIME AT WORK**  
**THAN YOU SPEND AT HOME.**



There is also a problem with the premise that your personal life and your professional life are two distinct parts of who you are.

**We agree that:**

**your company has the right to expect** that you commit fully to working hard during paid work time and leave your personal problems at home,

**and**

**your family deserves** to have your full attention and share quality time with you.

**We also realize that:**

your personality, attitudes, behaviors, perceptions, and feelings are hard to compartmentalize into two totally separate worlds.

**YOU ARE WHO YOU ARE**  
**24/7.**

# NEWSFLASH!

WHEN IT COMES TO  
**BALANCE**,  
YOU DON'T HAVE A  
**PERSONAL LIFE** and a  
**PROFESSIONAL LIFE.**  
**YOU HAVE A**  
**LIFE.**

The reality is:

Balanced days between **WORK** AND **HOME**  
**RARELY** HAPPEN.

**Think about it.**

On some days work is awesome, everything falls into place, ideas keep coming and you feel organized, productive and ready to go.

And then you get home.

**Schedules are chaotic.**

**No time for dinner.**

*Kids are unhappy.*

**You're too tired to exercise.**

**THE DOG SHREDS THE NEWSPAPER.**

**Your mother calls with advice you didn't request.**

Not exactly what you might call a **BALANCED** day!

What about that day at work when you almost walked out?

**COMPUTERS WERE DOWN.  
THE BOSS WAS IRRITABLE.  
THE CUSTOMER DIDN'T CALL BACK.  
THE MONTHLY REPORT WAS OVERDUE.  
TRAFFIC WAS OUT OF CONTROL.**

But then you got home.

**It felt peaceful and comfortable.**

**You took a walk.**

**Friends stopped by.**

**Someone gave you a kiss good night.**

That wasn't a **BALANCED** day, either.

Both days had their ups and downs.

That's life.

Achieving  
**balance**  
is not about **MAKING THINGS**  
**EQUAL**  
in terms of time.  
It's about having  
**A SENSE OF WELL-BEING**  
in your life **AT ALL LEVELS.**

We discovered that when most people start talking about wanting balance or needing balance, they are often talking about things they believe are missing from their lives. We hear these three complaints most often:

1. *“I’m busy all the time, but I’m just not **HAPPY.**”*
2. *“I’m busy all the time, but I feel like I get nothing **ACCOMPLISHED.**”*
3. *“I’m busy all the time, but I don’t think what I’m doing is **IMPORTANT** or **RESPECTED.**”*

**People** feel more  
**balanced**  
when they are **HAPPY,**  
**HAVE A SENSE OF**  
**ACCOMPLISHMENT**  
and feel **RESPECTED.**

So how can **YOU** bring more balance into your life? Let's talk about **HAPPINESS** first. One of the questions on our survey is:

“Do you believe people **DESERVE** to be happy?”

**94%** answer **YES.**

When we share these statistics with our audiences they nod in agreement. Then we ask . . .

“Do you believe **EVERYONE DESERVES** to be happy no matter what decisions they make, how they behave or how they choose to treat other people?”

**Hmmmmm . . .** now that's something to think about.

We continue,

“Everyone deserves the right to **PURSUE happiness.** That's even in our constitution. Everyone has the right to choose to be with people who make them happy, find a job that makes them happy or have hobbies that make them happy. But, like everything else good in life, happiness must be sought after, fought for and nurtured.”

**Now we've gotten their attention.**

We continue . . .

“If you believe you have the power to make choices and you believe that you are accountable for the consequences of those choices, then you must also believe that most of the good things that happen to you are earned fair and square.

And that includes happiness.”



**health**  
**wealth** **SUCCESS**  
AND **HAPPINESS**

**ARE NOT RIGHTS,  
BUT HARD-EARNED PRIVILEGES.**



It's **NOT** **luck** **karma** **chance** or **coincidence** that some people seem to handle the pressures of life and figure it out while others do not.

People who are able to find some balance in their lives know that . . .

**HAPPINESS** IS BOTH A  
**GIFT** AND A **CHOICE.**

**Happiness is a gift because it's special.** Happiness is not a constant feeling, but one that ebbs and flows throughout your life. And just because you don't feel "happy" all the time does not mean you are "unhappy."

Sometimes life is just normal. It's not wonderful and it's not terrible . . .

IT'S JUST **LIFE.**

**Happiness** can be subtle, so you have to be prepared to grab it when it comes your way. And sometimes, in the midst of a crisis, happiness can simply be the absence of turmoil, even for a brief moment.

In your search for  
**BALANCE** and a **SENSE OF WELL-BEING,**

make sure you're always on the lookout for opportunities to be **happy,** **joyful** and **grateful.** Those are the moments that will help keep you healthy in mind, body and spirit.

**HAPPINESS** IS ALSO A **CHOICE.**

You must **DECIDE** to allow it into your life, be willing to embrace it and believe you deserve it.

**People often ask us,**

*“Why would someone choose not to allow happiness into their lives? That doesn't even make sense.”*

**NO, it doesn't.** Unfortunately, however, there are three groups of people who tend to push happiness away.

# 1.

## VICTIMS

Some people are so focused on what's wrong with their lives that they pass up a multitude of opportunities to grab even a little bit of happiness when it presents itself. They've been concentrating on the negative for so long that they don't even notice when happiness falls in their laps.

When someone tries to point out that things aren't as bad as they seem, they are ready with a litany of grievances, misfortunes, trials and tribulations to justify—at least in their own minds—that there's no way they can ever be happy.

**They wear their unhappiness for all to see.**

# 2.

## WORKAHOLICS

Other people are such driven over-achievers that they believe taking time to experience joy and have fun are signs of weakness. They willingly sacrifice precious time with family, vacation opportunities, social events with friends and even time for themselves in their pursuit of wealth and power. What they fail to realize is this:

**TRUE HAPPINESS**  
does not reside in **wealth** or **power**,  
**BUT WITHIN**  
**YOURSELF.**

# 3.

## MANIPULATORS

They've spent most of their lives using their anger, hurt or dissatisfaction to get their needs met. In fact, they have mastered the art of "being unhappy" with everyone and everything.

They believe you will **REACT** to their constant "unhappiness" by making excuses for them, protecting them, defending them, doing their work for them and tolerating their tantrums, laziness, disrespectful tone and negative attitude . . .

**because you feel sorry for them or you are intimidated by them.**

**Unfortunately,** that's often exactly what happens.



Don't expect others to be  
**RESPONSIBLE**  
**FOR YOUR**  
**HAPPINESS.**  
THAT JOB **BELONGS TO YOU.**

You need to

**EXPERIENCE**  
AS MANY **POSITIVE**  
**RELATIONSHIPS**  
AND **EVENTS** AS POSSIBLE

that give you a sense of joy and contentment. **YOU** need to look for opportunities to laugh and enjoy life. Even though work is not always **FUN**, **sharing a laugh with co-workers at a team meeting** or **going to lunch with friends from work** can certainly make the tough days easier to get through.

People also tell us that they feel more balanced when they are **organized and able to complete their tasks**. It's very stressful to spin your wheels all day in a desperate attempt to catch up, only to discover at the end of the day that you haven't accomplished much of anything at all.

WHEN  
**SUCCESSFUL**  
PEOPLE FEEL  
**overwhelmed**  
OR **STRESSED,**  
THEY **REFUSE** TO LET THOSE FEELINGS  
GET IN THE WAY OF **FINDING A**  
**SOLUTION**  
to the problem.



# HERE ARE **FIVE STEPS**

you can take **RIGHT NOW** to help **make your life more efficient** and **less hectic** so you can **increase your productivity, get things done** and **feel more balanced**.

## 1.

DECIDE WHAT IS REALLY IMPORTANT IN YOUR LIFE.

**The word “prioritize” has become quite the buzzword.**

What it really means is this. You must figure out what you want and don't want in your life. What's **REALLY** important and what can you put on the back burner for awhile? What do you **NEED** to do to keep your job, your family, your financial security and your health intact? What less important things can wait until later?

**In other words . . .**

**START**  
**TAKING**  
**ACTION**

IN THE **IMPORTANT** AREAS OF YOUR LIFE  
AND **STOP REACTING**  
TO EVERY **UNIMPORTANT** LITTLE THING  
**that comes along.**

Reacting to life can be exhausting. Taking stock of your life and moving forward with clarity and purpose can save your sanity.

Here is something to **think** about:

**WE'VE DISCOVERED 12 Areas of life**  
that people often

**Think about**

**Worry about**

**Want**

**Need**

and

**Try to achieve.**

Look at the list on the next page (*which is in no particular order*). How would **YOU** rank these 12 in order of the **MOST** important to you at the top and the **LEAST** important to you at the bottom?

# PRIORITIES

Most Important

- \_\_\_\_\_ **Integrity**
- \_\_\_\_\_ **Happiness, joy, fun**
- \_\_\_\_\_ **Mental health (coping skills)**
- \_\_\_\_\_ **Success**
- \_\_\_\_\_ **Friends (social life)**
- \_\_\_\_\_ **Personal appearance**
- \_\_\_\_\_ **Financial security**
- \_\_\_\_\_ **Loving relationships**
- \_\_\_\_\_ **Physical health**
- \_\_\_\_\_ **Compassion and empathy**
- \_\_\_\_\_ **Freedom (religion, speech, etc.)**
- \_\_\_\_\_ **Self-respect**

Least Important

Now take a look at your list. You have just **“prioritized”** your life.

**YOUR TOP 4 ITEMS ARE THE THINGS YOU VALUE THE MOST,**  
believe in the most and mean the most to you.

These are also the areas in your life that **SHOULD BE** the foundation  
for every decision you make and every relationship you build.

If you put loving relationships and health at the top of your list, but you  
work constantly, are seldom home, don't sleep well, eat right or  
exercise, then . . .

**WHAT YOU SAY IS IMPORTANT TO YOU**  
**AND HOW YOU ARE CHOOSING TO LIVE YOUR LIFE**  
**DON'T MATCH!**

That will create stress and leave you feeling **UNBALANCED.**

TO **ACHIEVE**  
**BALANCE,**  
YOUR **ACTIONS** must align with your  
**values.**

# 2.

## SLOW DOWN.

It's amazing to us that the people who constantly complain about how busy they are have still signed up for, agreed to, and volunteered for a long list of activities that are not at all necessary (*or even healthy*) for their success and well-being.

We often see families, including young children, who are literally exhausted by the end of the day, not just from the responsibilities of work and school, but from the vast array of classes, tutors, sports, hobbies, clubs, events, and meetings that were **NOT** required, but optional. While it's great to have choices for extra enrichment experiences, it's also **IMPORTANT** to realize that everyone needs some down time in order to stay healthy.

**Don't let**  
**CONSTANT ACTIVITY**  
**REPLACE**  
**CONSTANT**  
**LOVE.**

# 3.

## SPEND WITHIN YOUR MEANS.

You will never feel balanced if you spend more than you have, carry serious credit card debt and buy things even when you don't need them. Many people appear to have money if you look at the **THINGS** they have:

**Cars**

**Houses**

**Clothes**

**Huge tvs**

**Electronics**

**Jazzy phones**

**Toys and hobbies**

and

**Expensive vacations.**

But wealth is **NOT** about what you have ...



especially if what you have was bought on credit! Wealth is about what **YOU WILL HAVE** for the future, for emergencies, for your retirement and to live a life that is safe, healthy and free from financial worry.



# 4.

## TAKE CARE OF YOURSELF.

### **YOU must make your health a priority.**

When you get so busy and caught up in your everyday routines, it's easy to forget that the **MOST IMPORTANT PIECE OF THE SUCCESS PUZZLE** is **YOU**. In order to do your job, be a good leader, handle change, maintain healthy and loving relationships and live long enough to reap the rewards . . .

### **YOU MUST TAKE CARE OF YOURSELF.**

Your body is programmed to give you clues when something is wrong. Learn to recognize them. Headache, muscle tension and heartburn may be warnings that your body is on overload or there is a deeper problem you need to check out. Don't just pop the nearest pill and ignore the signals your body is sending you. It's an amazing machine, but it needs your help to stay on track.

# EAT HEALTHY MEALS.

Depending on what you choose to eat and drink, food can make you feel tired and irritable or **energized** and **focused**.

Here are some good tips:

## **Avoid the 3 “S’s” ...**

**SUGAR, STARCH** and **SODA**.

They can add weight, zap your creativity, make you irritable and fill you up with wasted calories.

## **Eat when you are hungry,**

**NOT WHEN YOU ARE BORED, NERVOUS** or **STRESSED**.



You have to get those things through healthy relationships.

**Avoid using food to calm you down,  
REDUCE YOUR STRESS or MAKE YOU “HAPPY.”**

Instead, dig deeper and figure out what's really bothering you and then work to find a solution.

## Never forget

### THE IMPORTANCE OF GETTING ENOUGH SLEEP.

Sometimes when people are irritable, make mistakes or can't focus on the task, they are simply **EXHAUSTED**. Sleep is absolutely necessary if you are going to exceed expectations and **STAND OUT FROM THE CROWD** in a positive way.

*“I work all day and then come home to chores and responsibilities. The only time I have for myself is late at night.”*

While that may be true, you could pay a heavy price the next day when you need your brainpower to focus on your job.

**YOU** need downtime,  
and so do your brain, body and immune system.

**STOP**  
**TRYING TO FILL**  
**EVERY MINUTE WITH**  
**SOMETHING TO DO.**  
Don't confuse simple  
**CONTENTMENT** with  
**BOREDOM.**

# 5.

## MAKE TIME FOR YOURSELF.

A walk in the evening, lunch with a friend, 30 minutes with your favorite book, watching a TV show you enjoy, listening to music, sitting in your favorite spot just thinking about nothing . . .

**these are activities you deserve to enjoy.**

Make an appointment  
**WITH YOURSELF**  
**TO BE BY YOURSELF,**  
**EVEN IF IT'S ONLY FOR A**  
**FEW MINUTES EACH DAY.**

**Make a deal** with your spouse or partner:

*“If we split this list of chores, we’ll both get some free time today.”*

**Make a bargain** with a co-worker:

*“I’ll cover the phones while you go to lunch today, and tomorrow you can do the same for me.”*

**Make a plan** with a friend:

*“Let’s escape our stress for an hour, grab a bite to eat and relax.”*

**Make a commitment** to yourself:

*“I can’t be everything to everyone ALL THE TIME. I need some time for ME.”*

How do you begin to integrate all of these suggestions into your extremely busy life?

THE KEY TO  
**CREATING BALANCE**  
**IS INTENTION.**



**LIVE YOUR LIFE** with the intent to

# **EMBRACE HAPPINESS**

**whenever and  
wherever you can.**

Wake up each day with the **INTENTION** to be aware of what's going on around you. Be intent on focusing on the people, experiences and moments in your life that:

**Feel right**

**Make you happy**

**Bring you peace**

**Encourage you to believe in yourself**

**Keep you healthy and fit**

**Allow you the opportunity to grow**

**Eliminate stress**

and

**Give you a chance to discover a sense of  
well-being and balance.**

Remember, it's all about **YOU** and the choices **YOU** make.

# LIFE BALANCE

isn't really about what goes on

**OUTSIDE** of you,

**BUT WHAT GOES ON**

**INSIDE**

**OF YOU.**

Is it your intention to live the best life possible?

Do you want to

**STAND OUT**  
**FROM THE CROWD**  
IN A **POSITIVE** WAY?

**As always,**

**YOU** have the  
**POWER TO CHOOSE.**

Use it well.

## About the Author

**Connie Podesta** is a game-changing, money-making, sales-generating, idea innovator whose rare blend of laugh-out-loud humor, out-of-the-box strategies and signature, tell-it-like-it-is delivery style has made her one of the most talked about and unforgettable entertaining motivational keynote speakers in the marketplace today.

**To sum her up is like capturing a tornado! But here goes:** Two million+ people worldwide. 1000+ organizations. Every major industry. Two-time award-winning author. Licensed Professional Counselor. Seven books. Radio/TV personality. Comedienne. Playwright. Expert in the Psychology of Human Behavior. International speaker on: Change. Leadership. Sales. Branding. Diversity. Master of Ceremonies. Bottom line: Get ready! Connie is a whirlwind of energy and ideas that will definitely help you **GET WHAT YOU WANT** out of life!

**Connie will help  
make your next event an extraordinary success.**

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