



choose
life
balance

✓ GOAL SETTING

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ GOAL SETTING

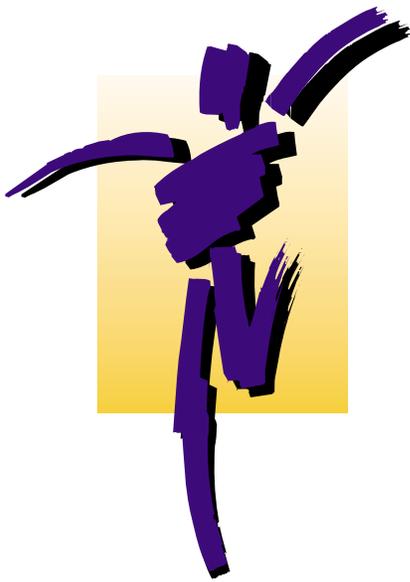
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ GOAL SETTING

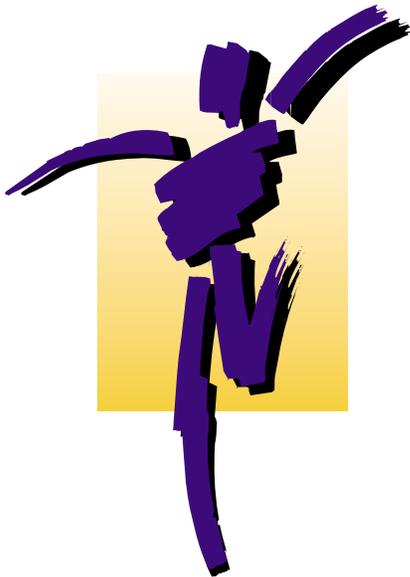
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



When too many things are competing for your time, energy, talents and skills, stop and step back for a moment. Take time to set some balancing goals to help you know where you are going and how you will get there. The very act of goal setting will direct you to your life's most important activities.

Choose Life Balance! Set Goals.

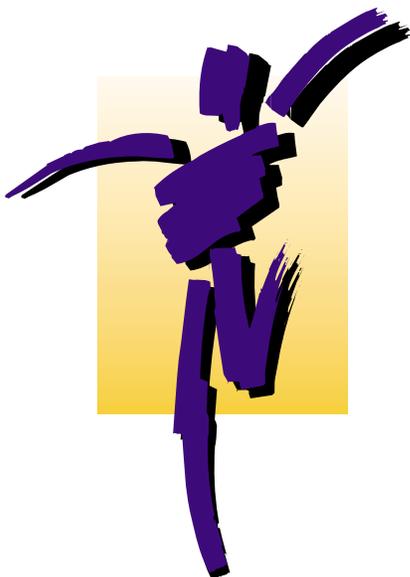
- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



The key to a "balanced life" is to be effective in everything you do. All too often we confuse effectiveness with efficiency. Being effective means choosing the right goals and working towards them. Efficiency comes after the goals are selected and you move to the best means of achieving them.

Choose Life Balance!
Be effective, not just efficient.

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



If you want to reach your destination and be effective in achieving your goals, you must act! To get started ask yourself:

- Where am I going?
- How am I going to get there?
- When do I intend to arrive?

If you don't ask the questions, how will you know if you arrived at your destination?
Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ DECISION-MAKING

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ DECISION-MAKING

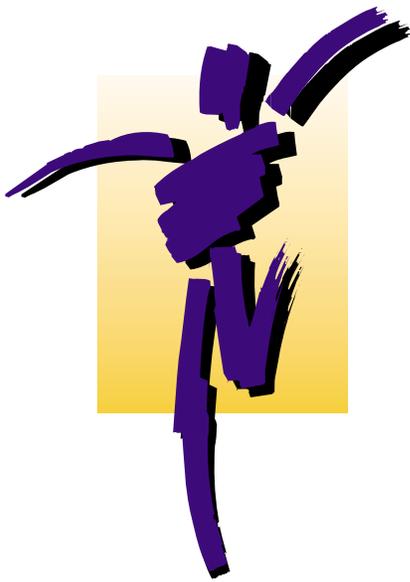
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ DECISION-MAKING

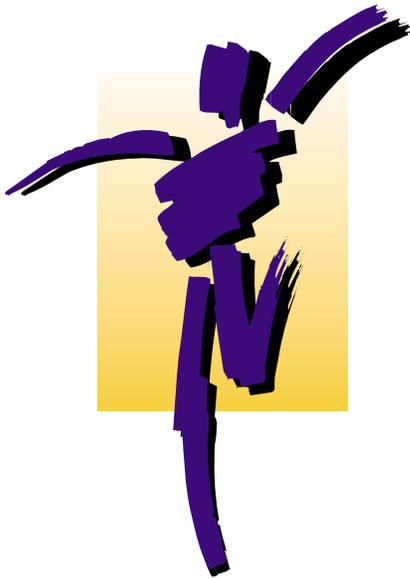
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



Skilled decision-making can give you more freedom and control over your life. A skilled decision-maker develops more alternatives to choose from, which increases chances of achieving goals. Skilled decision-making is the key factor in making things “happen” not just letting things “happen.”

Make decisions happen. Choose Life Balance!

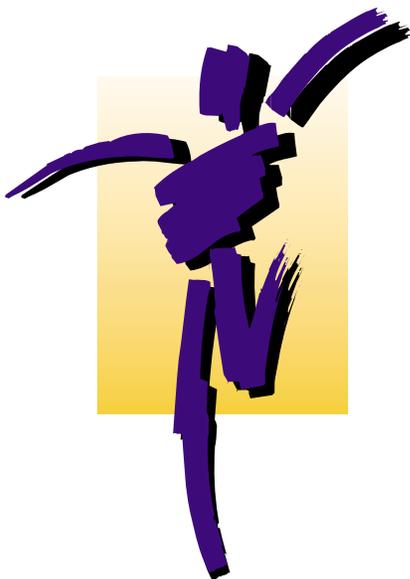
- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ **DECISION-MAKING**
- ✓ CONFLICT MANAGEMENT



One of the keys to decision-making is considering “what might happen if I do this.” Sometimes information can be gathered to help you predict what will happen. At other times predictions are based on what you already know. Consider the use of resources. For instance, what resources are needed to carry out each alternative? How much time, money, knowledge or other resources are required? What must be given up or which choice fits better with your values and goals?

Value your decisions. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ **DECISION-MAKING**
- ✓ CONFLICT MANAGEMENT



Key decisions happen when you act upon identified alternatives.

- Think of every possible way to bring about the needed change.
- Decide on your plan of action.
- Take action to make the change.
- Accept the responsibility for the result.

To Choose Life Balance! would you do it differently next time? How and why?

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ **DECISION-MAKING**
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ COMMUNICATION

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ COMMUNICATION

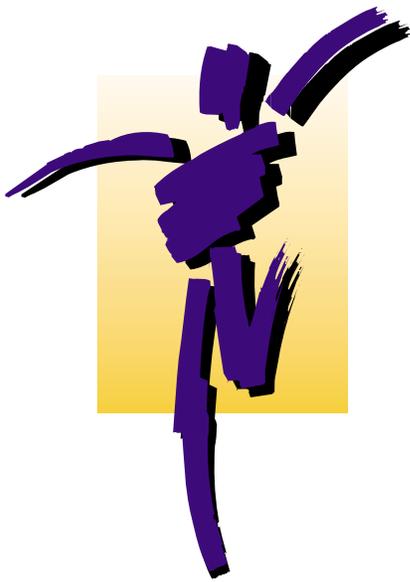
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ COMMUNICATION

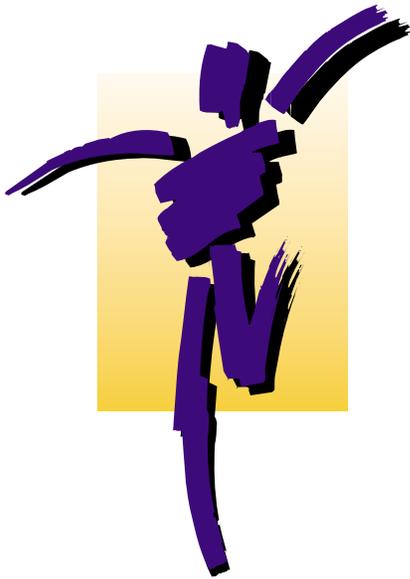
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



Effective communication is crucial in managing work, family and community life. By discussing our experiences with each other, we can sort out confusing situations. When we share our thoughts, we come to realize that everyone has opinions and that each member of the group may experience opinions differently.

Choose Life Balance!
Experience communication.

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT

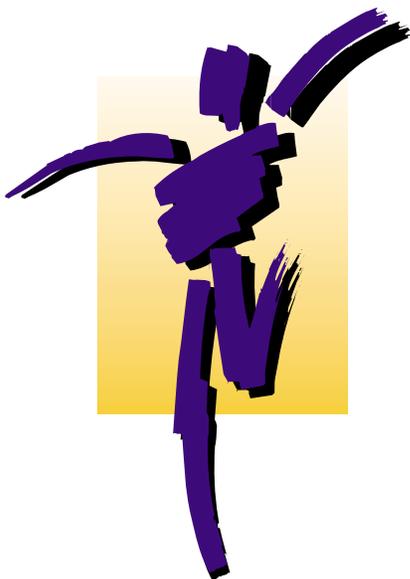


Listening is an important part of communicating effectively, but it is not always easy. Most of us are better at talking than listening. It takes skill to hear, understand and then remember.

- Remember that not all messages are verbal. Learn to listen with your eyes and pay close attention.
- Encourage communication with questions and comments like "Tell me about..." or "I'd like to hear more about..."

Listen closely. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



Active and effective communication requires:

- Giving what is being said your full attention.
- Taking time to listen to the whole story before you act.
- Allowing yourself to listen, even if you don't agree.
- Respecting the other person and avoid jumping to conclusions.

Be cautious, avoid hearing something that is not said or implied. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ TIME MANAGEMENT

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ TIME MANAGEMENT

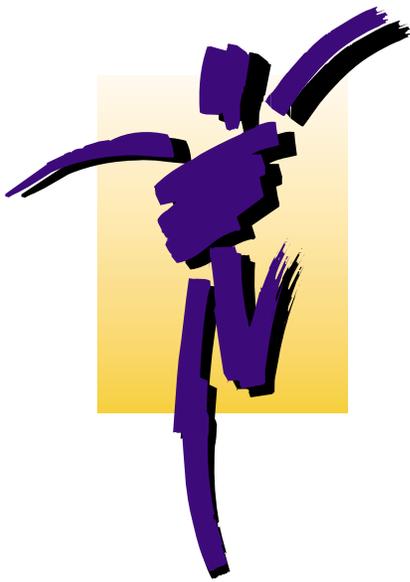
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ TIME MANAGEMENT

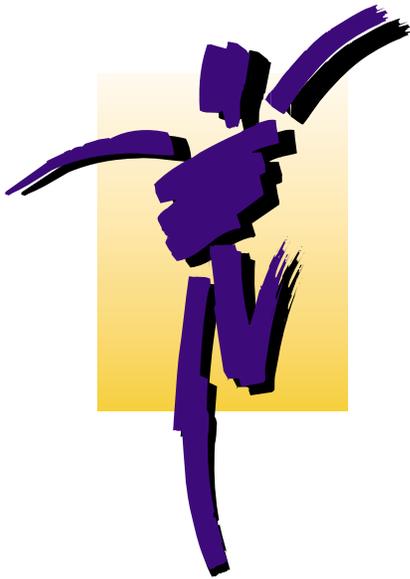
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



If you are trying to practice time management skills, a written log can help you see where your time goes. Keep an honest and detailed record of what you do every half hour for a day or two. If you have a great deal of variety in your daily schedule, you might want to record longer. Study your time log to see what you do, when and why you get interrupted or are frustrated and when you are most productive.

You can't change what you do not know.
Choose Life Balance!

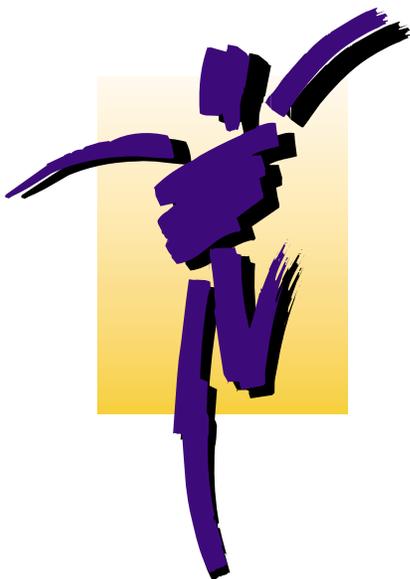
- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



What time of day are you most efficient and effective? We all function on different biological clocks. Some people feel most energetic and do their best work in the morning, like the early bird who catches the worm. Others wake up and slowly get moving, with top efficiency in the late afternoon. Still others are "night owls" who accomplish their work easily in the middle of the night. Plan your day so that you will be doing your most important tasks at your most productive time.

Make an appointment with yourself so that you can take advantage of your "prime time."
Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



Give yourself time by taking control of each day. Write your time management plan down.

- Assign a priority to each task.
- Estimate the amount of time each task will take.
- Choose wisely what you will do and not do.
- Know what time of day you are most productive.
- Do your high priority tasks first.

Take control of your time! Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ STRESS MANAGEMENT

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ STRESS MANAGEMENT

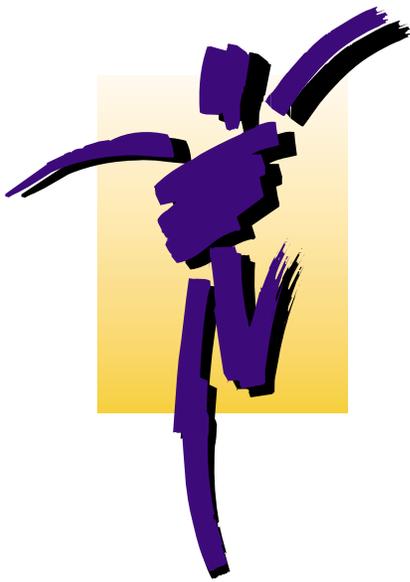
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ STRESS MANAGEMENT

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance

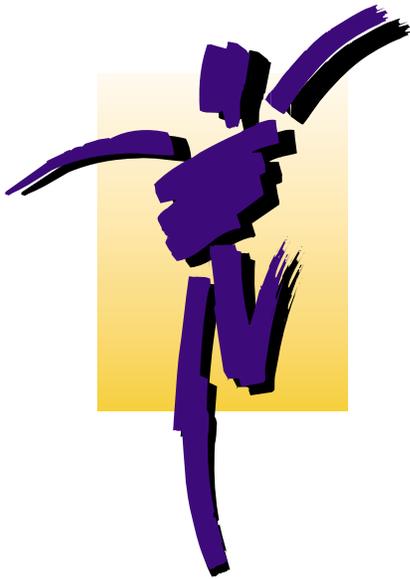


When stress occurs, it is important to recognize and deal with it. To handle stress:

- *Turn to physical activity*—When you are nervous, angry or upset, release the pressure through exercise or physical activity. Running, walking, tennis, yoga, swimming or working in your garden are some of the activities you can try.
- *Make time for fun*—Balance work and community service with recreation by scheduling time strictly for yourself. Do something you enjoy, whether it is bird watching, fishing, bowling, needlework, woodworking, walk in the park or around the neighborhood.

Get a handle on stress. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT

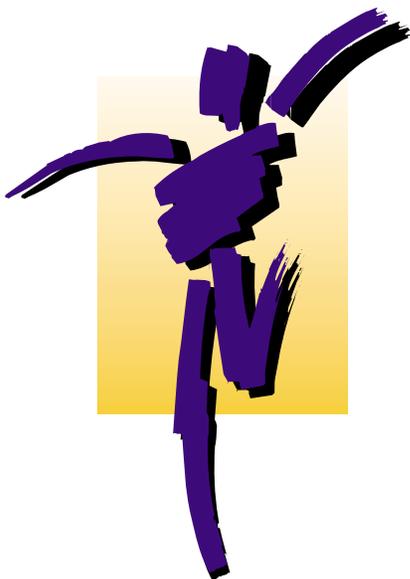


When stress occurs, it is important to recognize and deal with it. To handle stress.

- *Take Care of Yourself*—You are important. Get enough rest and eat well. If you are irritable and tense from lack of sleep, or if you are not eating correctly, you will have less ability to deal with stressful situations.
- *Don't always insist on being "right."*—Do other people upset you, particularly when they don't do things your way? Try cooperation instead of confrontation. It is better than fighting and always being "right." A little give and take on both sides will reduce the strain and make both of you feel more comfortable.

Be true to yourself. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



Feeling stressed? Create a quiet scene. You may not be able to run away, but you can dream the incredible dream. In your mind, mentally paint a scene that is stressless for you. Around you, fill the air with music to give you a stressless environment. Find a favorite place where you can read a book or devotion that will put your mind at ease.

Reduce stress. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ ORGANIZATION

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ ORGANIZATION

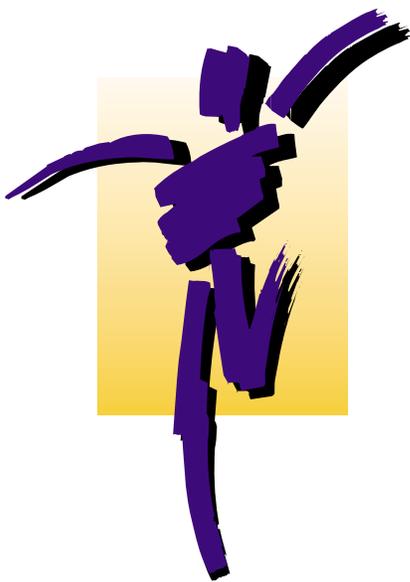
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ ORGANIZATION

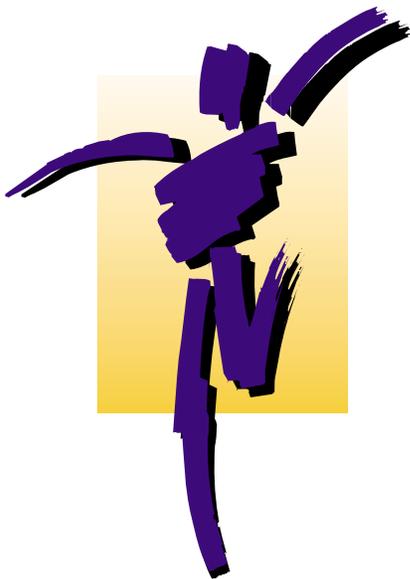
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



For most people, the problem is not the amount of storage space, but the way space is used, or the amount of “stuff” we hang on to. When the home is “de-junked” there is more space for us to store and find the items we use. Remember the law of the home—junk expands to fill the space available, plus one room.

To “de-junk” is to Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



If you are serious about getting organized and simplifying your life, you must be ready to do the following:

- *Commit to change*—At the very least, make changes in how you handle your daily obligations.
- *Solve problems*—Problems can overturn even the best laid plans. Your attitude will determine how effective you are.
- *Improve communication*—Communicating with others begins in your head—be sure thoughts and attitudes are formed before you speak.

Adjust your attitude. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



Organizing your life requires time and energy, but pays off quickly. Establish a routine that lets your life run smoothly. Think through situations that will simplify the daily routine events. Look at alternative solutions that will let you:

- Get out of the house on time.
- Keep track of important dates and items.
- Maintain a routine for household duties.
- Plan for a week of meals and shop accordingly.
- Establish a filing system for important papers.

Establish a routine that lets your life run smoothly. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ DELEGATING

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ DELEGATING

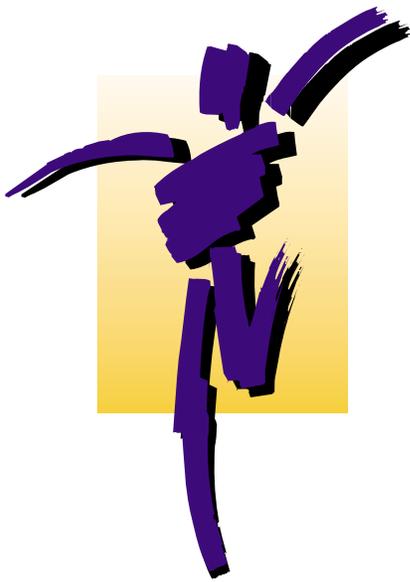
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ DELEGATING

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance

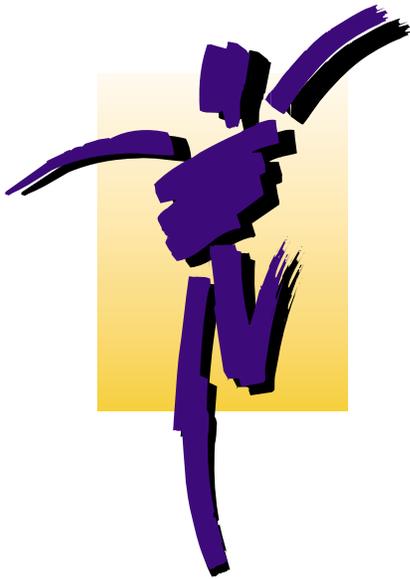


Many people find it difficult to delegate. To delegate more effectively:

- *Choose the right person for the job*—Each person has strengths. Consider those strengths when asking a person to complete a task.
- *Define responsibilities clearly*—Take time to train volunteers, family members or co-workers. Discuss what is expected and set compatible deadlines for completion.
- *Agree on the job to be done*—The other person must agree to carry out the task; delegating is a two way agreement.

Choose Life Balance! through effective delegation.

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT

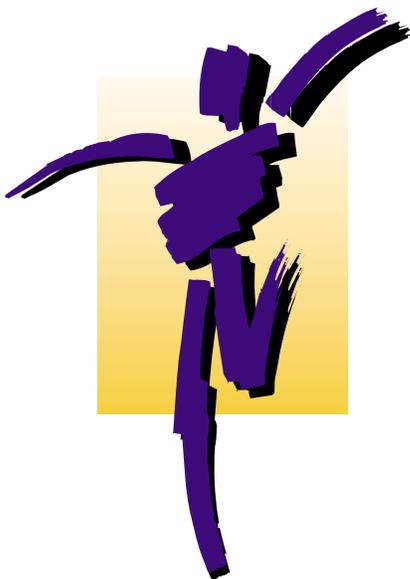


Delegating is sharing work, not just assigning someone else to do the job. To delegate effectively:

- *Provide feedback and support*—Be honest in assessing how a person is doing. In the beginning, mistakes are likely to occur. Be sure to emphasize what went wrong, not *who* did something wrong.
- *Let go of authority*—Perhaps the most difficult part of delegating is letting go. When you delegate responsibilities without authority, you are demonstrating a lack of trust and maintaining control. Accept that your standards may have to change or be adapted.

Delegate effectively. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



Delegating has a long term advantage. You teach someone else skills and responsibilities. It is easier on everyone's schedule if tasks are divided among many members. On the job, at home, and in the community, most work is the responsibility of a group, not just one person.

Go for the delegated advantage. Choose Life Balance.

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



choose
life
balance

✓ CONFLICT MANAGEMENT

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ CONFLICT MANAGEMENT

CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



choose
life
balance

✓ CONFLICT MANAGEMENT

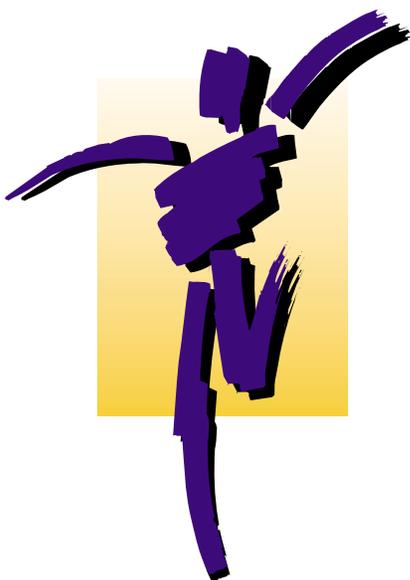
CALL YOUR LOCAL K-STATE RESEARCH & EXTENSION OFFICE FOR MORE DETAILS
www.oznet.ksu.edu/lifebalance



Conflict resolution efforts often fall short due to the lack of listening. We frequently fail to listen to other people, their needs, wants, concern, fears and feelings. Rather than listen, we question, confront, defend and use power to overwhelm the other person. To manage conflict effectively, we have to listen by giving total attention, asking for more information and reflecting on the feelings of the other person.

Resolving conflict means listening to the whole person. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT

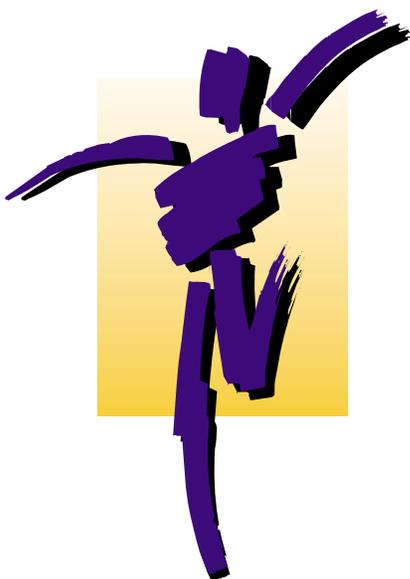


Try these tools to manage conflict effectively:

- Give others your total attention.
- Listen to them.
- Ask for more information.
- Reflect on their feelings and perspective.
- And express your own perspective as you look for a solution.

Manage with care any conflict. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT



Conflict is sometimes managed by withdrawing, attacking or overpowering the other person. But these strategies will not resolve the conflict in the long term. For a conflict to be resolved, a cooperative relationship must be established with a genuine concern for each other's needs and a solution or compromise must be found that is acceptable to everyone.

Manage with care your conflicts. Choose Life Balance!

- ✓ STRESS MANAGEMENT
- ✓ TIME MANAGEMENT
- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ DELEGATING
- ✓ GOAL SETTING
- ✓ DECISION-MAKING
- ✓ CONFLICT MANAGEMENT