



NUMBER ONE COACHING TOOL OF THE MONTH CLUB

HAVE A RADICAL EVOLUTION IN HOW TO CREATE BALANCE IN YOUR LIFE!!!

FIRST, THANK YOU FOR CREATING THE OPPORTUNITY FOR YOURSELF TO HAVE A RADICAL EVOLUTION IN HOW TO CREATE BALANCE IN YOUR LIFE; AND THANK YOU FOR THE OPPORTUNITY THAT YOU GIVE ME TO MAKE A DIFFERENCE FOR YOU, WHICH FULFILLS MY LIFE.

SECOND, HERE IS MY NUMBER ONE TOOL OF THE MONTH. HOWEVER, THIS EXERCISE ONLY WORKS IF YOU COMPLETE IT RIGOROUSLY AND GENUINELY ALL THE WAY THROUGH. PLEASE HAVE A NOTEBOOK OR JOURNAL BOOK THAT YOU CAN TAKE NOTES IN EACH DAY OVER THE NEXT 21 DAYS WHILE YOU PRACTICE GAINING POWER OVER YOUR CIRCUMSTANCES.

THE FIRST QUESTION TO ASK WHEN LOOKING TO CREATE A BALANCED LIFE IS: WHAT IS BALANCE TO YOU? BALANCE HAS BOTH INTERNAL (INSIDE YOUR HEART, MIND AND HEALTH) AND EXTERNAL FOCUSES (WORK, RELATIONSHIPS, AND ACTIVITIES, ETC.). YOU MAY FIND THAT YOU SPEND TOO MUCH TIME ON ONE OR THE OTHER BY SPENDING TOO MUCH TIME REFLECTING AND NOT OUT EXPERIENCING LIFE OR PERHAPS THE OPPOSITE IS TRUE FOR YOU. ALSO YOU MAY FIND THAT IN EACH CATEGORY THE ELEMENTS ARE NOT BALANCED, FOR EXAMPLE IN THE EXTERNAL CATEGORY YOU MAY SPEND FAR MORE TIME WORKING THAN FEELS BALANCED FOR YOU.

NEXT ALLOW YOURSELF TO GET A PICTURE OF HOW LIFE REALLY IS:

- 1) TAKE A PIECE OF PAPER AND WRITE THE IMPORTANT AREAS OF YOUR LIFE DOWN THE PAGE IN COLUMN #1. (AREAS SUCH AS: WORK, FAMILY, FUN, SELF-DEVELOPMENT/EDUCATION, SPIRITUALITY, ROMANCE, SLEEPING, ME TIME, HEALTH, MAKING A DIFFERENCE, ETC.)
- 2) DO THE WORK TO CALCULATE HOW MUCH ACTUAL TIME YOU SPEND FOR EACH THROUGHOUT AN AVERAGE WEEK. TAKE THE HOURS IN A WEEK (168) AND DIVIDE IT BY EACH OF THE AREA'S HOURS. CALCULATE THE PERCENTAGE OF YOUR WEEKS' TIME YOU SPEND ON IT. IN COLUMN #2 WRITE THE PERCENTAGE FOR EACH AREA NEXT TO THE AREA.
- 3) IN COLUMN #3 PLACE A RANKING OF HOW IMPORTANT THAT AREA IS TO YOU IN TERMS OF YOUR OVERALL VALUES AND HAPPINESS. RATE THEM 1 - 10 WITH 1 BEING LOW IMPORTANCE AND 10 BEING HIGHLY IMPORTANT.

NOW THAT YOU HAVE AN ACTUAL PICTURE OF YOUR WEEK YOU SHOULD BE ABLE TO SEE ANY GLARING INCONSISTENCIES IN BALANCE. GIVEN THAT MOST OF US SPEND 1/3 OF OUR LIFE WORKING AND 1/3 SLEEPING THEN THAT LEAVES YOU A THIRD OF YOUR DAY EACH DAY TO BALANCE OUT EVERYTHING ELSE IMPORTANT TO YOU. OBVIOUSLY IF YOU ARE SPENDING 60% OF YOUR LIFE WORKING THERE IS SOMETHING OFF (AND YOU MAY NEED TO DO THAT AT TIMES TO HAVE YOUR FINANCES OR BUSINESS/CAREER WORK).



BALANCE IS NOT ALWAYS A NUMERICAL FACTOR OF EQUALITY. EVEN IF YOU NEED TO BE WORKING MORE THAN YOU WOULD LIKE TO WHAT IS KEY TO HAVING AN EXPERIENCE OF A BALANCED LIFE, IS THAT YOU ARE INCLUDING THE THINGS THAT ARE IMPORTANT TO YOU. LOOK AT THE PERCENTAGES YOU SPENT ON THE THINGS THAT ARE REALLY IMPORTANT TO YOU AND LOOK AT HOW YOU CAN INCREASE/DECREASE PERCENTAGES DEPENDING ON THE IMPORTANCE LEVEL OF THE THINGS YOU DO. IF YOUR SPIRITUALITY IS A 10 FOR YOU BUT YOU NEVER COMMIT ANY TIME TO IT THEN WORK OUT WHEN YOU CAN ADD MORE TIME TO THAT PART OF YOUR LIFE.

TIME TO TAKE OUT YOUR CALENDAR AND PLAN FOR THE NEXT 7 DAYS. TAKE EACH OF THE IMPORTANT AREAS OF YOUR LIFE AND BUILD IT IN. BALANCE DOES NOT NECESSARILY ENTAIL CRAMMING IN EVERY ACTIVITY POSSIBLE EVERY DAY – IT MAY MEAN SPREADING THINGS THROUGHOUT YOUR WEEK. EXAMINE YOUR VALUES AND DECIDE WHAT'S IMPORTANT TO YOU; THEN SET YOUR BOUNDARIES. DEPENDING ON WHAT STAGE YOU'RE AT IN LIFE, YOUR FOCUS AND ENERGIES WILL BE DIFFERENT SO THIS IS PERSONAL VS. WHAT YOU THINK YOU "SHOULD" DO.

BUILD IN TIME FOR ANY BREAKDOWNS THAT MAY HAPPEN, AS THEY WILL. THIS WILL ALLOW YOU TO ADJUST YOUR PLAN. SET ALARMS SO THAT YOU DO NOT LET YOUR OLD PATTERNS RUN THE SHOW. EACH DAY START YOUR DAY REVIEWING YOUR CALENDAR AND MAKING SURE IT IS A DAY THAT WILL LEAVE YOU FEELING BALANCED AND ON PURPOSE. EACH DAY, AT THE END OF THE DAY, REVIEW YOUR ACTIVITIES FOR THAT DAY AND ACKNOWLEDGE YOURSELF FOR YOUR ACCOMPLISHMENTS AND WRITE DOWN, IN YOUR JOURNAL OR NOTEBOOK, WHAT YOU DISCOVERED FOR YOURSELF IN PRACTICING BALANCING YOUR DAY INCLUDING ANY THING THAT YOU MIGHT HAVE NOTICED DURING DIFFERENT MOMENTS OF THE DAY OR YOUR REACTION TO DIFFERENT MOMENTS IN THE DAY. MODIFY THE REST OF THE WEEK TO ACCOMMODATE ANYTHING YOU LEARNED.

MAKE SURE THAT YOU NOT JUST ADD TIME, FOR THOSE THINGS IMPORTANT TO YOU, TO YOUR CALENDAR BUT THAT WHEN YOU ARE SPENDING THE TIME ON THEM YOU REALLY SPEND TIME ON THEM. MOSTLY WE LIVE OUR LIVES NOT PRESENT TO WHATEVER WE ARE DOING IN THE MOMENT. WHEN WE ARE AT WORK WE ARE THINKING ABOUT GOLFING AND WHEN WE ARE GOLFING WE ARE THINKING ABOUT WORK. ONE QUICK WAY TO HAVE AN EXPERIENCE IS TO BE FULLY IN THE MOMENT EVERY MOMENT SO WE CAN HAVE AN EXPERIENCE OF REALLY ENJOYING THE THINGS WE ENJOY WHEN WE ARE DOING THEM.

AT THE END OF THE 7 DAYS CELEBRATE YOUR VICTORIES AND SET UP YOUR CALENDAR FOR THE NEXT 7 DAYS AND MAKE SURE YOU AGAIN SCHEDULE IT BASED ON WHAT WILL BRING BALANCE TO YOUR LIFE TAKING IT A LEVEL DEEPER. REVIEW YOUR NOTES IN YOUR JOURNAL FOR ANYTHING YOU LEARNED THE FIRST WEEK AND MAKE SURE YOU MODIFY WHAT YOU NEED TO MODIFY TO MAKE THIS NEW WEEK EVEN MORE BALANCED THAN THE FIRST WEEK. AGAIN START AND END YOUR DAY WITH YOUR REVIEW AND MAKE NOTES IN YOUR JOURNAL OR NOTEBOOK.

THIS WEEK, DURING THE WEEK, PRACTICE:

- PREPARING AND PLANNING**
- SAYING "NO, THANK YOU."**
- CREATING BOUNDARIES**
- DELEGATING THINGS**
- FINDING EFFICIENCIES**
- HAVING A POSITIVE MINDSET**



AT THE END OF THE 7 DAYS CELEBRATE YOUR VICTORIES AGAIN SET UP YOUR CALENDAR FOR THE NEXT 7 DAYS AND MAKE SURE YOU AGAIN SCHEDULE IT BASED ON WHAT WILL BRING BALANCE TO YOUR LIFE TAKING IT ONE MORE LEVEL DEEPER. REVIEW YOUR NOTES IN YOUR JOURNAL FROM THE PRIOR 2 WEEKS FOR ANYTHING YOU LEARNED AND MAKE SURE YOU MODIFY WHAT YOU NEED TO MODIFY TO MAKE THIS NEW WEEK EVEN MORE BALANCED THAN THE LAST TWO WEEKS. AGAIN START AND END YOU DAY WITH YOUR REVIEW AND MAKE NOTES IN YOUR JOURNAL OR NOTEBOOK AT THE END OF EACH DAY.

THIS WEEK, DURING THE WEEK, CONTINUE YOUR PRACTICES FROM LAST WEEK AND ADD THESE PRACTICES:

- AWARENESS AND MINDFULNESS
- RECEIVING
- CREATIVITY
- PATIENCE
- SIMPLICITY
- GRATITUDE

AT THE END OF THE 7 DAYS CELEBRATE YOUR VICTORIES. CONGRATULATIONS!! YOU ARE WELL ON YOUR WAY TO CREATING A BALANCED LIFE FOR YOURSELF IF YOU WILL CONTINUE TO UTILIZE THIS PROCESS. AGAIN SET UP YOUR CALENDAR FOR THE NEXT 7 DAYS AND MAKE SURE YOU SCHEDULE IT BASED ON WHAT WILL BRING BALANCE TO YOUR LIFE CONTINUING TO TAKE IT ONE MORE LEVEL DEEPER. REVIEW YOUR NOTES IN YOUR JOURNAL FROM THE PRIOR 3 WEEKS FOR ANYTHING YOU LEARNED AND MAKE SURE YOU MODIFY WHAT YOU NEED TO MODIFY TO MAKE THIS NEW WEEK EVEN MORE BALANCED THAN THE PRIOR THREE WEEKS.

ULTIMATELY BALANCE IS SOMETHING TO GENERATE FROM THE INSIDE OUT. IF YOU GET YOURSELF PRESENT TO WHERE YOUR LIFE IS OUT OF BALANCE TIME WISE AND IMPORTANCE WISE THAT IS THE FIRST STEP. ADJUSTING YOUR SCHEDULE AND THEN BEING FULLY IN THE MOMENT WILL BEGIN TO ALTER THINGS. BEING 100% IN THE MOMENT IS THE BEGINNING TO GENERATE BALANCE FROM THE INSIDE OUT.

WITHIN 21 DAYS, IF YOU ARE RIGOROUS WITH THIS EXERCISE, YOU WILL HAVE A RADICAL EVOLUTION IN CREATING A BALANCED LIFE. SHARE WITH EVERYONE YOU KNOW THE NEW RESULTS YOU ARE CREATING IN YOUR LIFE. GET OTHERS INTO THE GAME WITH YOU. BY BECOMING SOMEONE WHO IS CREATING BALANCE YOUR LIFE, YOU CAN BECOME THE NEW INSPIRATION FOR EVERYONE AROUND YOU TO BE ABLE TO DO THAT FOR HIM OR HER SELF TOO!

WHAT ARE ALL THE INSIGHTS THAT YOU GOT OUT OF THIS EXERCISE TO HAVE A RADICAL EVOLUTION IN CREATING A BALANCED LIFE? MAKE SURE YOU PUT WHAT YOU SAW FOR YOURSELF TO WORK RIGHT NOW!!! NEUROSCIENTISTS HAVE PROVEN THAT IF YOU DO NOT ACT ON AN INSIGHT RIGHT AWAY, IT IS LOST TO YOU.

LASTLY, FROM ME TO YOU;

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NEXT MONTH: WE WILL HAVE AN EXCITING TOOL ON HOW TO HAVE A RADICAL EVOLUTION IN CREATING A VISION STATEMENT FOR YOU AND/OR YOUR BUSINESS!!!!

THANK YOU SO MUCH FOR TAKING THE TIME AND USING MY TOOLS TO CREATE SOME IMPRESSIVE RESULTS IN YOUR LIFE. THAT IN ITSELF CONTRIBUTES TO ME AND ALLOWS ME TO FULFILL ON MY LIFE'S PURPOSE, WHICH IS TO SERVE YOURS!

IF YOU WOULD TAKE THE TIME TO EMAIL ME BACK AND GIVE ME YOUR FEEDBACK, IT WILL MAKE A TREMENDOUS DIFFERENCE FOR ME AND MY CREATING MORE AND MORE THINGS TO SERVE WHAT I LOVE (OUTSTANDING PEOPLE UP TO BIG THINGS LIKE YOU)!!

EVEN THOUGH THIS IS HIGH QUALITY WORK, IT IS STILL BASIC AND NOT INTERACTIVE, NOR CUSTOMIZED. I ALWAYS RECOMMEND HAVING A COACH. WE WOULD BE HONORED TO HAVE A CONVERSATION WITH YOU ABOUT HOW OUR COACHING CAN SUPPORT YOU IN ANY ARENA OF YOUR LIFE IF YOU ARE INTERESTED.

HONORED TO BE YOUR PARTNER IN MAXIMIZING YOUR POTENTIAL,

A handwritten signature in black ink, appearing to read 'Carolina', written in a cursive style.

CAROLINA ARAMBURO