



PERSPECTIVES

KEY LEARNINGS

A BALANCED LIFE

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How do you determine where to focus your time?

- 1.) _____
- 2.) _____
- 3.) _____

Often time we are short-sighted when considering how to spend our time. We can focus our attention on an area to improve or change, and not recognize we are taking away time from other areas of our lives. What are tips for allocating the needed time to every aspect of your life?

_____	_____
_____	_____
_____	_____

Examine: How do you help people respect your time, and resist the temptation to make their priorities your priorities?

What I learned?

What I'll do?

What I'll share?

Answers: 1.) Determine your capacity 2.) Prioritize (where do you want to spend your time?) 3. Frequent check-ins to reassess