

Work and Life Balance

7-8 January 2008

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Life is a Juggling Act

- Work / Study
- Finance
- Relationship
- Spirituality
- Health
- Personal Growth

A Tool for a Balanced Life

1. Setting your **Life Direction**
→ Vision, Mission
... *purpose driven life*
2. **Balancing Priorities**
across key aspects of life
3. Five year, One year **Plan**
4. Monthly, Weekly, Daily
– **Goal Setting**

STRATEGIC

TACTICAL

- Balancing Life – WHY
- Balancing Life – WHAT
- Balancing Life – HOW
- The God Factor


- **Balancing Life – WHY**
- Balancing Life - WHAT
- Balancing Life - HOW
- The God Factor

Balancing Life – WHY

Failure to Plan = a Plan for Failure

Balancing Life – WHY

You will always be “busy”...



Balancing Life - WHY

Balancing Life - WHAT

Balancing Life - HOW

The God Factor

Balancing Life – WHAT

BIG ROCKS



Balancing Life – WHAT

Important vs Urgent

Important Not Urgent	Important AND Urgent
Not Important Not Urgent	Urgent Not Important

Balancing Life – WHAT

Setting Priorities

- Work / Study
- Finance
- Relationship
- Spirituality
- Health
- Personal Growth

What are the “big rocks” in each area?

List 1-3 big rocks in each

Set goals for each aspect of your life

Balancing Life – WHY

Balancing Life – WHAT

Balancing Life - HOW

The God Factor

Balancing Life – HOW

- Plan your week, day, hour – **WRITE IT**
- Schedule the big rocks
- Schedule time critical tasks
- Chunking – break large tasks into smaller action steps & set deadline
- Schedule time for the unexpected – urgent / interruptions
- Just do it! ... one by one

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Red	Red	Red	Red	White	Red
	White	White	White	White	White	White	Red
	White	White	White	White	White	Red	White
	White	Red	White	Red	White	White	White

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Red	Red	Red	Red	White	Red
Time Critical	Blue	Blue	White	Blue	Blue	White	Red
	White	White	White	White	White	Red	White
	White	Red	White	Red	White	White	White

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Red	Red	Red	Red	White	Red
Time Critical	Blue	Blue	White	Blue	Blue	White	Red
Chunking Large Tasks	White	White	White	White	Yellow	Red	White
	White	Red	White	Red	White	White	White

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Yellow	Red	Red	Red	White	Red
Time Critical	Blue	Blue	White	Blue	Blue	White	Red
Chunking Large Tasks	Yellow	White	White	White	Yellow	Red	White
	White	Red	Yellow	Red	White	White	White

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Yellow	Red	Red	Red	White	Red
Time Critical	Blue	Blue	White	Blue	Blue	White	Red
Chunking Large Tasks	Yellow	White	White	White	Yellow	Red	White
	White	Red	Yellow	Red	Green	White	White

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Yellow	Red	White	Red	White	Red
Time Critical	Blue	Blue	White	Blue	Blue	White	Red
Chunking Large Tasks	Yellow	White	White	White	Yellow	Red	White
	Green	Red	Yellow	Red	Green	White	White

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Big Rocks	Red	Yellow	Red	White	Red	White	Red
Time Critical	Blue	Blue	White	Blue	Blue	White	Red
Chunking Large Tasks	Yellow	White	White	White	Yellow	Red	White
Unexpected/interruptions	Green	Red	Yellow	Red	Green	White	White




- Balancing Life – WHY
- Balancing Life – WHAT
- Balancing Life - HOW
- **The God Factor**

The God Factor

- Col 3:23-24 "Whatever you do, work at it **with all your heart**, as working **for the Lord**, not for men, since you know that you will receive an inheritance from the Lord as a reward. **It is the Lord Christ you are serving**"
- Diligence and Dependence on God
- God as our best partner ...
God is interested in all aspects of our life
- God's economy ... Matt 6:33
- Greatest time saving device ...
spend time with God!

When the going gets tough..



PERSISTENCE

Never, Never, Never, Never
Give Up.

Author: Winston Churchill



Running the Race
it's a Marathon



Well done, good & faithful servant!
Matthew 25:14-30

Stewardship of Time
IT'S YOUR CHOICE!!!



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