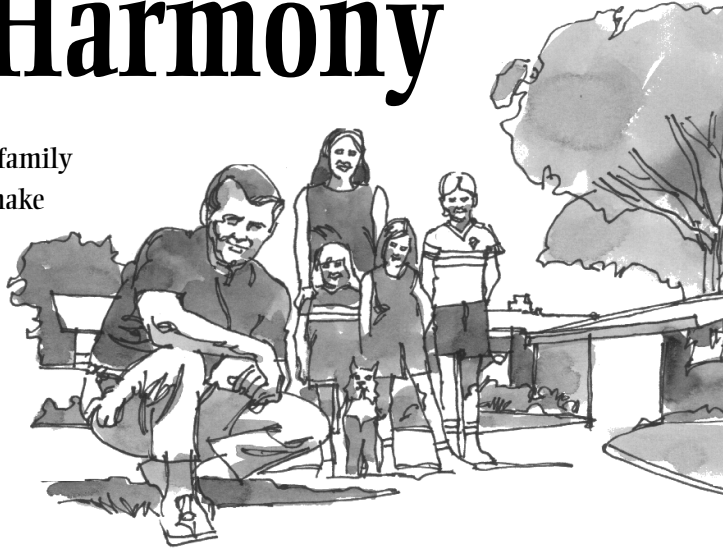




Restoring Harmony

Do the demands of your job interfere with family responsibilities? Do family obligations make progress in your career difficult? Are you neglecting your personal needs because the work and family demands are so great?

Use this worksheet to identify the areas of your life that are out of balance and to plan some ways to restore them to harmony.



Areas that are out of balance:

| | TOO MUCH... | TOO LITTLE... |
|----------|-------------|---------------|
| Home | | |
| Work | | |
| Personal | | |

Activities to add to restore balance:

Daily: _____

Weekly: _____

Monthly or less often: _____

Activities to eliminate:

Daily: _____

Weekly: _____

Monthly or less often: _____

Responsibilities you can delegate immediately, whether at home or at work: _____

Tasks you can teach others to do: _____

Improvements in organization: _____

Expectations you can eliminate: _____

Ways to achieve a more positive attitude: _____

Other: _____