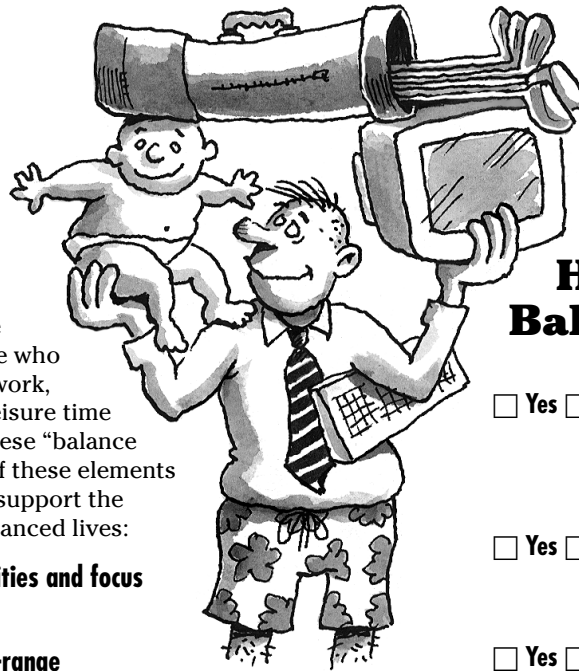




What Is Balance?

If you look around, you'll probably notice that the happiest, most productive people you know are those who have learned to combine work, family relationships and leisure time into a satisfying whole. These "balance experts" know that each of these elements of their lives is needed to support the other two. People with balanced lives:

- ✓ **learn to evaluate priorities and focus on the "big picture."**
- ✓ **know how to use long-range planning, prioritizing and organizational skills to make sense out of conflicting demands.**
- ✓ **see a warning light go off when the demands of work intrude on family time, or when family responsibilities distract them on the job.**
- ✓ **know that leisure time—including private time away from spouses and family members—is essential to rejuvenate their spirits.**
- ✓ **approach their commitments with well-defined goals and a positive attitude.**
- ✓ **value open communication with their employers and family members.**
- ✓ **learn how to communicate more effectively with their coworkers and their children.**
- ✓ **learn how to shift gears when it's time to refocus their priorities.**



How's Your Balancing Act?

- Yes** **No** Does your family complain about the long hours you spend at work?
- Yes** **No** Do you spend hours on the job dealing with family matters?
- Yes** **No** Do you frequently bring work home from the office?
- Yes** **No** Do you feel guilty about taking vacations?
- Yes** **No** Do you put off getting regular exercise?
- Yes** **No** Do you feel dissatisfied with your current job responsibilities?

If you answered "yes" to any of these questions, you may benefit from learning how to balance work, career and leisure time to create a more satisfying life. With a better sense of balance, you'll reap the rewards of good physical and mental health, higher productivity and strengthened family ties.