8 Keys of Excellence

Keep Your BALANCE
Live your best life by making choices that nurture your mind, body, and emotions.

Create balance in your life by apportioning your time according to what really matters to you. Think about the things that are most meaningful in your life . . . family, friends, sports, a talent you have? Spending time on the things that are important to you brings a sense of balance. Staying in balance is an ongoing process that is affected by the choices you make every day. It brings a feeling of quiet peace you might not even notice.

Balance is a subtle, quiet Key
Balance is subtle. You may not always recognize it when it's there, but you'll feel its absence. Imbalance clanks loudly, like a car that needs tuning. When you're out of balance, you know it. When you make time for what matters in your life, your life will be in balance, you'll feel fulfilled, and you won't be plagued with a nagging sensation that some aspect of life is passing you by.

Balance is not about rigidly devoting equal time to everything that matters to you, and it's not about totally immersing yourself in one area of your life to the exclusion of all others. Balance is about considering everything that's meaningful when you make choices about how you spend your time and energy. When you find the right balance you'll feel happy, healthy, productive, and fulfilled.

Do you feel like you're missing something?
The first symptom that your life is out of balance may be the sensation that you're missing something. Soon, the empty feeling caused by that "something missing" begins to affect your performance in many areas of your life. Burnout, frustration, exhaustion, disillusionment, and fatigue are all symptoms of imbalance.

The biggest casualty in loss of balance is the big picture. The further out of balance your life gets, the harder it is to stay focused on the reasons you're doing all these things in the first place. You can't be your best "you" when the things that are important to you aren't getting the attention they need.

Check your priorities daily
Balance has little to do with the amount of time you spend in any particular area of your life. The secret to balance lies not in your allotment of time but in an awareness of your priorities. You may not recognize that you're out of balance unless you take the time to step back and look at your life from a different perspective. When you're keeping yourself
in balance you’re constantly asking yourself *What do I value? What’s really important? Does this activity really need to be done now?* Balance is about choices.

**Tune in to the signals**

No matter how good you become at prioritizing and making choices, you won’t be in balance every moment of every day. Try to tune in to the signals your mind, body, and emotions send that warn you when you’re slipping out of balance, and adjust your choices sooner rather than later. The quicker you realign yourself, the smaller the out-of-balance “wobble” you’ll have to correct.

Fulfillment creates balance—and balance creates fulfillment. Make choices that are consistent with what makes you feel fulfilled.

“**Balance is not better time management, but better boundary management. Balance means making choices and enjoying those choices.**”

—Betsy Jacobson