



Creating More Happiness and Balance in Your Life



Knowing yourself is the beginning of all wisdom.
—*Aristotle*

There can be no happiness if the things we believe in are different
from the things we do.
—*Freya Madeline Stark*

To be yourself in a world that is constantly trying to make you
something else is the greatest accomplishment.
—*Ralph Waldo Emerson*

Inconsistency with ourselves is the great weakness of human nature.
—*Joseph Addison*

Most folks are about as happy as they make up their minds to be.
—*Abraham Lincoln*

It All Starts with Your Life's Core Purpose and Personal Priorities: You Need a Filter

- Core Purpose Statement: the primary focus of how you want to live your life; the legacy you will leave behind
- Personal Priorities: how you will make your core purpose a reality

My Core Purpose and Personal Priorities

Example

My Purpose Statement: To be a force for good, a vessel for positive change, and a conduit of love and support

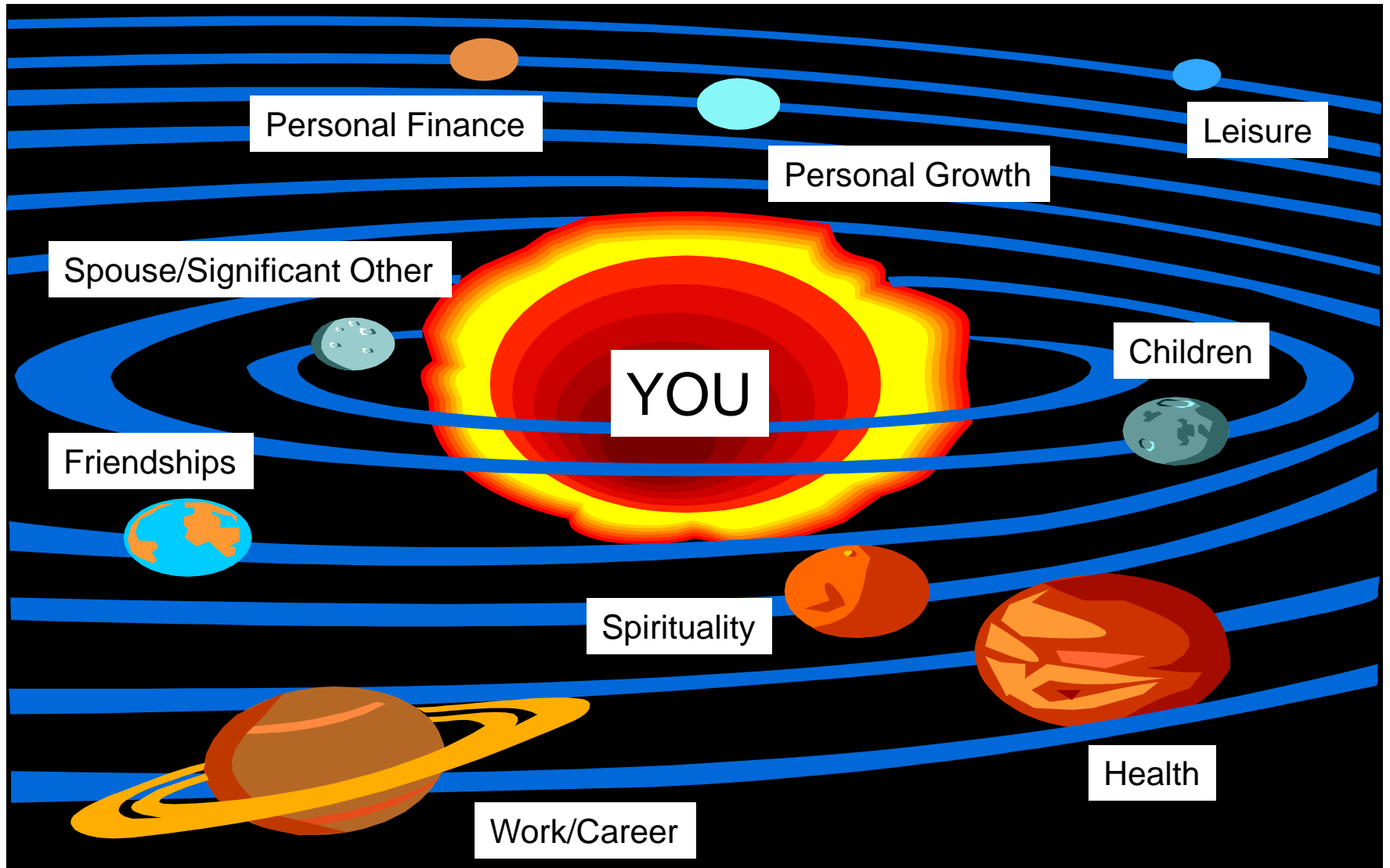
My Personal Priorities:

1. Do work that I am passionate about and can also do well
2. Create an environment where my children thrive and realize their potential
3. Be a good and supportive spouse/sibling/friend especially when it isn't easy or convenient
4. Help other leaders achieve their dreams/goals
5. Never forget to have fun, explore my non-work passions and enjoy people
6. Translate my views/opinions to a larger audience; engage people in thoughtful and useful dialogue
7. Stand up for things I care about; be the change I want to see in the world

There will be Decisions that will Drive Your Life

1. How connected you stay to your family and natural support network
2. Who occupies your social circle and becomes your closest friends
3. Whether or not you pursue a spiritual life
4. The importance you place on education and continuous learning
5. The importance you place on health/physical fitness
6. What you choose as your career/profession
7. What you do with your free “me” time
8. Where you choose to live
9. The importance of money and material things in your life
10. Whether or not you decide to get married or have a life partner, and who that person is
11. Whether or not you choose have children
12. How well you plan for retirement and whether you live within your means

We All Live in a Universe of our Own Making



Managing Your Universe

Answer the following questions:

- What percentage of your time are you currently allocating to each of these areas?
- How would you rate your current level satisfaction with each area of your life (Great, Good, OK, Poor, Awful)?
- Do you need to make any adjustments to your time and focus in a given area (Increase, Decrease, Keep About the Same)?
- What one change in your areas of dissatisfaction would make the biggest difference?

12 Keys to a Successful Life



1. Be yourself, but *be the best YOU that you can be*; leverage your strengths and manage your weaknesses
2. No one is ever successful alone; *share the credit* and create opportunities for contribution and growth for those around you
3. *Your success and happiness is directly attributable to the people you spend the most time with*; they can broaden or narrow your perspective; they can motivate or de-motivate you; they will set positive examples or they won't—it's that simple
4. Work-life balance is an illusion; make sure that you *spend focused quality time with your loved ones and close friends*

12 Keys to a Successful Life

(Cont'd)



5. *Have a passion* and spend time cultivating that passion on a regular basis; by the way, your work CAN be that passion
6. *Act like the work you do matters* each and every day, because it does to someone (hopefully starting with you)
7. *Once you think you know it all, you are finished; find something else to do*; arrogance is never attractive and only ends up making you vulnerable to what you don't know in the long run
8. *Active listening* is equally if not more important than talking, especially if you are trying to win someone over to your point of view

12 Keys to a Successful Life

(Cont'd)



9. In all your business and life dealings *take a Win-Win approach to the relationship*; this will create positive energy and cultivate a lifelong network of supporters and fans; the rewards of this investment will only compound over time
10. *Avoid the trap of unnecessary conflict every chance you get; fighting battles not worth fighting is a waste of time and energy*
11. The true test of any relationship is when one of the parties is facing adversity; *be there for the important people in your life when it truly matters*
12. *Have things in your life that keep you grounded, whatever that means to you*

Manage Your Time Well

- Make family time a priority and stick to it (no exceptions). Your kids will be gone sooner than you think and the relationship with your spouse /partner requires your regular attention
- Focus on quality not quantity time with the people you care about
- Seek out, befriend and learn from other people who use their time well; they are always easy to identify and exposure to them will rub off on you
- Avoid taking on more obligations than you can reasonably handle; learn to say no
- Don't become a slave to your kid's activities; less is more, and they need downtime as well
- Create a daily "to do" list and prioritize action items as best you can
- Be more realistic about deadlines and how much effort it takes to get something done (and always build in a cushion)
- If you don't know how to do something, then seek out help and/or think it through first; learning while doing can waste a lot of time
- Always ask yourself if you are the best person to take on a particular assignment/activity or is there someone else better suited to it

Manage Your Time Well (Cont'd)

- Create time boundaries and stick to them
- Minimize distractions and maximize focus
- Try not to do too many things at once; it's been proven that multitasking doesn't work
- Schedule free/fun/exercise time or it won't happen
- Take a full lunch break every day; it gives your body and brain the ability to relax and recharge in the middle of the day;
- Only check your email/voice mail/text messages at certain times during the day; don't give the impression that you are always accessible and instantly responsive (and don't expect this of others)
- Give yourself enough time in the morning to get ready and get out the door to manage your commute with minimal stress
- If you are regularly feeling overwhelmed, scale back and simplify until you feel in control again

Dealing With Adversity

- Adversity is a part of every individual life: none of us are immune
- Everyone handles adversity differently and this is okay, but “know thyself”
- Managing adversity well requires some sense of context and perspective
- Adversity almost always provides opportunities for personal and professional growth
- Adversity can build or destroy character
- Character-building requires mental/emotional/physical fortitude and perseverance
- A life is defined by both its triumphs and its tragedies
- The journey is just as important as the destination
- It’s better to work smart than hard; don’t make it any harder than it has to be



Selected Secrets of Adulthood

(from *The Happiness Project* by Gretchen Rubin)

- People don't notice your mistakes as much as you do
- It's okay to ask for help
- Most decisions don't require extensive research
- Do good, feel good
- It's important to be nice to *everyone*
- By doing a little bit each day, you can get a lot accomplished
- You can choose what you do; you can't choose what you like to do
- What you do every day matters more than what you do every once in awhile
- You don't have to be good at everything
- If you are not failing, you're not trying hard enough
- Don't let the perfect be the enemy of good
- What's fun for other people may not be fun for you—and vice versa
- You can't profoundly change your children's nature by nagging them or signing them up for classes

To strive, to seek, to find, and not to yield
—*Alfred Lord Tennyson*

As a single footstep will not make a path on the earth,
so a single thought will not make a pathway in the mind.
To make a deep physical path, we walk again and
again. To make a deep mental path, we must think over
and over the kind of thoughts we wish to dominate our
lives.

“Be true to your work, your word, and your friend.”
—*Henry David Thoreau*

Questions?



Additional Life Balance Tips



- Use a calendar/time management system
- Minimize non-productive time (e.g., excessive commuting)
- Get enough sleep!!!
- “Practice moderation in all things”
- Cultivate your passion(s)
- Be charitable/philanthropic; true happiness comes from giving, not getting
- Be kind, courteous and respectful of others’ time and you will receive the same in return
- Don’t become too serious; allow time for silliness and pure fun
- Take a personal retreat once a year and reflect on your life
- “The grass is not greener on the other side of the fence,” just different
- If you have kids, listen to the song “Cat’s in the Cradle” and pay attention
- Realize that “...in the end, the love you take is equal to the love you make”

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