

Get a Grip!

A simple guide to taking control of your life!

Stop!

Yes. Stop. (Even if only for a short time).

It's only by stopping, and taking a moment to reflect that you can really understand what's happening right now.

Reflect

Take a moment to think about everything that's happening in your life, both your work life and home life.

Write

Note these things down. You might be shocked or surprised at how much is actually happening for you at the moment. It's likely that this list has been building for a while.

You can also write a day or a week in the life of...This will help you to recognise where your time goes and understand how you can utilise it better.

Decide

Decide what's really important to you right now, maybe its completing a project that you've been working on for a while or closing the door on some elements.

Set your actions

Once you've decided what you are going to concentrate on, write down how much time you can dedicate to each activity – be realistic.

Commit

Commit yourself to working with your actions, not against them. Review daily and weekly and when you start to make an excuse, stop yourself.

Share

If you feel you can, share with people what you are trying to achieve. Get support from people and ask them to help you if its appropriate.

Reflect

Each day, take time to think about how you are feeling, are you getting a grip?

If you are finding it too difficult to get a grip alone, sign up for my 'Get a Grip', Programme.

Visit www.will2succeed.co.uk/lifebalance

Or call me today 0800 298 6987