

***Finding the Perfect
Work-Life Balance
To Stay Sane &
Organized***



Amanda Da Silva



Finding the perfect balance between home, work, social engagements, and other obligations can be a life-changing experience. When you learn the tools of managing it all, every moment suddenly carries more meaning, and your relationships get stronger and more fulfilling.

Every day you're confronted with a thousand tasks, assignments, and responsibilities. Filling every space on your schedule to accommodate everything in your life sometimes leaves very little room for what matters the most.

But the truth is, finding that balance is all about focusing on the important stuff and letting go of the rest. This is how you fill your life with rich experiences, ambitious pursuits, and exciting opportunities. When you have a reliable schedule that caters to everybody's needs, this allows you to do more of what you love and spend more time with the people you care about.

This guide will help you better manage your priorities to create new opportunities, and stay sane while juggling all the different areas of your life. Use these tips to stay grounded and navigate the daily challenges of life as effortlessly as possible!

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Learn how to manage your time:

Setting ambitious goals and establishing high standards for yourself is a great way to take control of the present and pave your own way to success. But you have to recognize that you're not a superhero (and no one expects you to be). Aiming for excellence and persevering in your efforts to achieve your dreams should never be more taxing than it is rewarding.

Otherwise, you are bound to feel overwhelmed and eventually burned out. Building and maintaining healthy momentum requires action and a great deal of discipline. This cannot happen if you don't have a rigorous schedule that details everything from small tasks and daily chores to major projects and large assignments.



Once you identify your priorities, this will give you a better idea of what you need to do and what you can delegate to other people. Set blocks of time for each aspect of your life, then each task or activity within that category -this does not have to be exact, an approximation will do.

If you're working on some new ideas, for instance, you can set time blocks of 30 minutes throughout the week or even multiple times a day. This can help you get over the anxiety-inducing thought of "where do I even start?"

Nurture your relationships:

Finding the perfect balance between your work life and home life is very difficult. Between taking care of your kid, spending time with your partner, and checking up on your friends and family members, you barely have enough time to take care of your own needs. Add professional responsibilities and obligations to the mix and you've got a recipe for disaster.

Maintaining your relationships on top of your work performance requires strong boundary-setting and compartmentalization skills. You have to create a space where you're able to enjoy the company of the people you are with.

Invest in your mental well-being:

Accrediting to the compassionate and generous nature of women, you probably put everyone you care about first. While that's incredible, you have to learn to prioritize your needs as well. Making yourself a priority is essential, and this starts with your mental well-being. Don't overextend yourself and don't spread yourself too thin either.

Block some time off your schedule to practice mindfulness and gratitude. Meditate on your mental state and take note of how everything you do is making you feel. Assess your priorities and analyze your schedule. Identify what serves you and what does not then let go of the things that aren't helping you achieve your goals.



Examine your mindset and determine where your decisions stem from. Do they come from a place of fear and lack or from a place of excitement and abundance? Start and end your day with a perspective of gratitude and appreciation. Nurture your mind with constructive ideas and innovative concepts. Be your own source of inspiration!

You also need to set aside time for each aspect of your life, whether it be your partner, your children, your parents, etc. This should all go into your schedule to help you keep the line between your professional and personal life clearly defined. When you're working on a project or assignment, give it your all. Focus on the task at hand and stay grounded in the present moment. And when you're spending time with your partner or helping your children with their homework, then BE there!



Make your physical health a priority:

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Sometimes, I have moments where I'm with my family, friends, or co-workers, and because I feel drained, I'm not entirely immersed in that experience. The lack of energy affects my attitude and even my mindset at the time. Here I am, surrounded by a group of some of the people I care about the most in the world, yet I can't give them my full and undivided attention when they need it.

As much as I dislike these moments, I know they're the direct outcome of my energy levels. So I always structure my days around ensuring that I have enough energy to sustain everything on my schedule. Now a major factor in determining your energy levels culminates in your physical health, i.e. exercise, and nutrition.

Ask yourself "Do I have the energy to focus, serve, exercise, be friendly, and take care of my partner and children?". If you feel like you don't then you need to do a 72-hour assessment of energy. This is a valuable technique you can use to track your food intake, the amount of sleep you're getting, as well as your fitness routines. If one of these areas is lacking, then you need to adjust your schedule accordingly.

Getting your daily dose of exercise does not have to be stressful. Try any form of movement you are able to tolerate; whether that be cardio, yoga, or high-intensity training. Pay attention to the food you put into your body. Is it nutritious?

Will it sustain you as you go about your daily tasks? Make sure you get an adequate amount of sleep. How are your sleeping patterns? Do you feel well-rested when you wake up in the morning?



Set smart goals

Goal setting is an inherent part of finding your purpose and propelling yourself toward the future of your dreams. Your goals represent the entirety of your hopes, dreams, aspirations, and deepest desires. With that said, setting goals without an explicit plan of action won't get you anywhere.

If you want to turn your dreams into a reality, you have to take some time for yourself and brainstorm the strategies you're gonna implement and the path you're gonna take to get to the future you want for yourself. Get it all down on paper first then identify what steps you need to take and what tasks you need to accomplish along the way.

Once you do, draft an action plan that delineates the time frame you're working with but also the tools you will use to measure your progress. Start with 3 intentional massive actions you plan on taking each day to move the needle and drive your business, career, or organization forward.

Get yourself an accountability coach

Most importantly, maintaining that perfect balance between your professional, personal, and family life requires taking accountability for your actions and decisions. Sometimes, you will feel unmotivated or uninspired, and so you won't be able to keep the promises you made to yourself.

Maybe you won't have the time to work on the steps in your action plan, maybe you will sacrifice exercise for an extra hour of sleep, or maybe you will cave and order in instead of making a homecooked meal. These things happen and that's completely normal.

What is important is that you have an accountability coach or mentor to help you navigate the "not so fun" parts of life. Everyone needs some additional support, a friendly nudge on occasion. Who wouldn't want to have their own cheerleader? So find someone who is going where you want to go! As the saying goes: "Never ask the advice of someone with whom you wouldn't want to trade places."

Conclusion

Many women want to find that elusive balance between work and home. The truth is, we all want to be happy, enjoy life, and appreciate its greatest pleasures. Some days are better than others. But no matter what your goal is, always remember that you have the power to make it happen.

So practice self-care and make your well-being a priority, because otherwise, your depleted energetic needs won't allow you to cater to all the other aspects of your life. Eventually, you will feel a great sense of peace, harmony, and fulfillment. Don't forget to celebrate your successes and accomplishments each step of the way!





Self-Care for You

Self-care involves nourishing your mind, body and soul. In order to do this you must focus on daily habits and ways you can care for yourself in just a few minutes each day. Use the following self-care tracker to follow your progress.

Do this for 28 days consecutively.

Place a check mark in each calendar date that you nurture your mind, body and soul. Try to do a 28-day streak!!!

Take care of YOU.

Self-Care Tracker

LIVE YOUR WILDEST DREAMS

MONTH ----- YEAR -----

SUN	MON	TUE	WED	THU	FRI	SAT

PUT A CHECK MARK ON EACH DAY THAT YOU NOURISH YOUR MIND, BODY AND SOUL!

Self-Care Reflection

How did you do with your 28-days of self-care?

What causes you to forget your self-care?

How did taking care of yourself feel?



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