



## THE BALANCING ACT

Over recent months, Karl Hartey has examined key areas of personal and business life, suggesting strategies for success in each category. He concludes his current series by emphasising the importance of striking a balance between the various calls we all have on our time

This month I will wrap up this series of articles by looking back at the areas we have covered and then contemplating how the lessons we have learned can be drawn together to form a complete and satisfactory whole.

### SEVEN KEY AREAS OF LIFE:

**Finance:** all financial matters, both personal and professional

**Business:** all matters to do with your business

**Family:** interactions with nearest and dearest

**Social:** interactions with those outside work and family

**Intellectual:** exercise of the mind on matters outside business

**Physical:** exercise and maintenance of the body

**Spiritual:** expression of heart and soul, rather than the mind.

These are separate and distinct subjects – but they must be considered together so that effort in one direction compliments work done in another. By the same token, it is essential that tension does not arise between the key areas. There is no point flourishing in one discipline if, by so doing, you cause problems elsewhere in your life.

Thus we are talking about balance. And in each person's case, balance means a different thing. It is up to you to determine how you want to allocate your time and mental and physical resources between the areas. Balance is achieved when you are making progress and are contented and fulfilled.

So: do you have a balanced approach to life? How much time would you ideally like to spend in each of these seven areas?

Take a typical 7-day week – how much of your waking time is currently spent in each area? (Business owners typically spend 70% of their time on Finance and Business, 20% on Family and 10% spread across the remaining four).

If you could wave a magic wand, how would you like to be able to reorganise your time across these seven areas three years from now? How about in ten years?

Let us explore how the elements of this series of articles can help:

**Vision:** One of the common characteristics of successful people is that they have their three-year vision in place. Have you done yours?

**Planning:** Another characteristic of successful people is that they take time out to plan and review their lives. If you haven't organised your time into free, focus and buffer days and planned time out for personal planning and reflection, do it now.

### Reserves

Successful people have reserves. Have you created a life in which you have MUCH more than you need of the following:

- Time
- Energy
- Space
- Money
- Love
- Skills
- Support
- Nourishing Relationships

If not, what needs to happen for you to make significant progress in this area?

### Tolerations

What are you putting up with? What is draining your energy? What do you have to do to eliminate those things that you are tolerating?

Write down your Top 10 list of all the things you'd like to have an ABSENCE OF in the next 90 days.

### Health and Fitness

This goes a long way to improving self-



confidence, balance and, ultimately, business performance.

**Nutrition:** eat and drink sensibly (use your common sense).

**Sleep:** make sure you have enough sleep. It is said that an hour's sleep before midnight is worth two after.

**Exercise:** 20 minutes of aerobics exercise three times a week is a great way to keep fit. Something is better than nothing.

**Meditation:** this can be anything that works for you, such as running, relaxing in the bath, gazing out of the window – anything that helps you relax and untangle your thoughts.

### What do you need to do to improve in these areas?

Let us conclude with three key questions from Brian Tracy, one of the world's leading sales trainers:

1. If you had only 10 minutes to live, who would you call and what would you say?
2. If you had only 12 months to live, how would you choose to live it?
3. If you could do one truly great thing – what would it be?

It is by answering questions such as these that we discover clues to our own fulfillment, happiness and success.

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