



Your Pivot Point Strategy

Balance Your World™ Training & Coaching

Your Pivot Point Strategy

Designed specially for Cannexus11 attendees

Balance Your World *with Lynn Fraser*

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STREAMLINE your life; feel your STRESS plummet:

- ◆ **Enlist help** from your team & family members.
- ◆ **Double duty** (aka: multi-tasking) Sort mail or organize your e-mails while on hold. Make your “To Do” list while you’re waiting for the printer or having your morning cup of java. Think about a project while on a walk.
USE WITH CAUTION: Friends, colleagues and loved ones need your FULL attention. Recent studies show you are more effective to focus on one project at a time (*which leads us to the next point!*)
- ◆ **Beat the Clock.** Set a timer so you know when the task will begin and when it will end! This is a great guilt-reducing tool (‘cause you’re getting around to it!)
- ◆ **Block and Tackle.** For large projects, break down into more manageable sections and work at these step by step. Using a timer can help here!
- ◆ **Ready the Troops.** Make lunches the night before. Plan your week’s menu and shop for groceries once a week. Pick out the clothing you’re wearing the night before. Make sure the signed forms are in your child’s backpack before bed! Extra hats and sunscreen by the door make it easier to get out on time! (Think about what else you could have duplicates of to reduce your stress on the way out the door: keys, socks, gym shorts, lipstick, bags...)
- ◆ **Clear the Decks.** Leave a clean house in the morning. Put out tonight’s dinner recipe, equipment and non-perishable ingredients on the counter. Institute the rule, the first person home starts dinner!
- ◆ **Divide and Conquer.** Make a to-do list at the beginning (or end) of each day. Prioritize into A 1, 2, 3, “Must Do First Today”, B 1, 2, 3 “Must Do This Week.” You can use different colored flags in Outlook. Anything that needs to get done but is not urgent goes on the “Master Task List.” Review your master list regularly & add to daily list when you can group with similar tasks.
Always ask, “What really matters here?”
This keeps your tasks, and therefore, your life, in perspective.
- ◆ **Delete.** Surveys show that we waste 20% of our day on unproductive activities. Cut out or delegate anything on your to-do list that doesn’t have long term consequences for your work.

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Recommended Resources and References

Meals Ahead

Dinner Survival © 2008; *The Dinner Fix* © 2007, *The Healthy Family* © 2003, *Getting Ya Through The Summer* © 2001 and *Life's On Fire* © 2000 by Sandi Richard.

You can go to www.cookingfortherushed.com and print off grocery lists.

Watch Sandi's show, "Fixing Dinner," on Food Network Canada.

Meal assembly kitchens: www.mealassembly.net OR www.easymealprep.com

Great tools, baking supplies and snacks in store & by mail order: Bosch Kitchen Centre, 9766 – 51 Avenue, Edmonton Ph: 780-437-3134 www.barbskitchen.com

Websites:

www.ioptout.ca (Do not contact list)

www.healthcheck.org

www.waynelee.com (relaxation)

www.thebigcook.com

www.donmelnchuk.com (shift work)

www.thescramble.com

www.christinacavanagh.com (email management)

www.dieticians.ca

www.LNTE-DNCL.gc.ca (Canada's Do Not Call list effective Sept 30/08)

www.morningmantra.com

www.thebrainwalk.com

www.franklincovey.ca

www.tonyschwartz.com

Fit in the fun!

Contact your city/town about cycling/walking maps for local trails. Check your parks department for National Parks within an hour drive of your city or town to enjoy nature and take a break from the hectic pace of life.

Listen to CKUA Radio, Alberta's public broadcaster. 580 AM; FM transmitters all over Alberta or worldwide on the web, ckua.com

Super Smart Goals lead to Super Smart Results

Simple

Specific

Measurable

Action-oriented

Relevant

Timely

"When someone at peace and free from hurry enters a room, that person has a calming effect on everyone present." Eknath Easwaran

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