Balance by Nature™

Blueprint for a Balanced Life

12 Steps to WIN Your Day!

1. **Create a Positive Morning Ritual:** How you start your day sets the tone for your life. Take 10 minutes for exercising, stretching, deep breathing, meditation, yoga, gratitude, going for a walk, sitting outside and listening to the birds, or savoring your cup of coffee/tea. Whatever you do, don't look at your phone!

2. **Repeat Positive Affirmations While Getting Ready in the Morning:** This will shift your mindset to focus on what you want to create in your life. Try any of these… All good things flow to me EASILY! It is GOOD to FEEL GOOD! I am POWERFUL! I am surrounded with ABUNDANCE!

3. **Set Intentions for Your Day:** What are the top 3 things you want to accomplish today personally and professionally? Write them down! There should only be 3 things on your work to-do list each day so that you can feel accomplished every night. Don't worry, tomorrow you can pick 3 new things!

4. **Schedule JOY into Your Daily Life:** What brings you joy? What makes you smile? Add at least 1 thing that makes you smile into your schedule for the day. Give yourself 20 minutes for something fun. Measure your success in how much fun you have each day!

5. **Time Block Your Day to Be More Productive:** Figure out which tasks or projects you want to accomplish for the day and schedule blocks of time to achieve them. Block off specific times for email as well. Work around your calls and meetings. The key is to stay SOLELY focused on one project at a time!

6. **Visualize Your Success:** Look at all the items on your to-do list for the day and take a moment to visualize the best possible outcome for each item. Envision how you want your meeting to go and what kind of response you want the other person to have. Picture the perfect outcome for everything! You will be amazed how often things work out the way you imagined.

7. **Take Movement Breaks Every Hour**: We sit way too much during the day, leading to back pain and a myriad of health conditions. Get up and stretch, grab a glass of water, go outside for a breath of fresh air, or walk around the block. Even just 2 minutes to stand up and shake out your legs and stretch your arms up into the air will make a huge difference.

8. **Eat a Mindful Lunch**:
Move away from your computer for a real lunch break, even if only for 10 minutes. Sit outside if possible, with no phone. Use your 5 senses to notice the look, smell, texture, taste, and sound your food makes while eating it. Not only will your food taste better, you will also notice when you start feeling full.

DIGITAL DETOX

9. **Limit Your News and Social Media Intake:** Figure out how much time you want to spend scrolling and reading your phone each day. 1 hour? Less? More? Your phone has a setting where you can add a time limit for the day. Use it. Your mental health will thank you for it!

10. **Take Deep Breaths**: Whenever you feel stress starting to rise, close your eyes and take at least 3 slow full deep breaths for a count of 5 on the inhale and exhale. This will shut off the body's stress response, instantly leaving you more calm, centered, and focused. Practicing deep breathing regularly boosts your brain function and concentration.

BREATHE DEEPLY
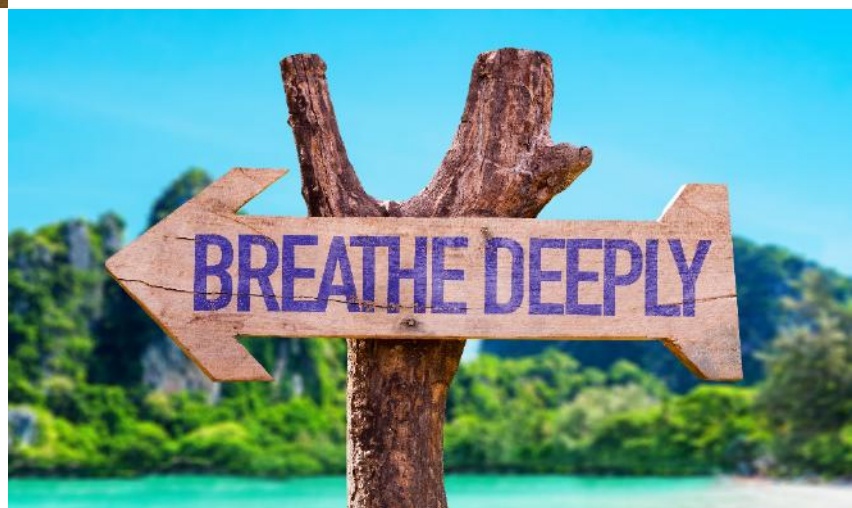
11. **Spend Quality Time with People You Care About:** Research shows that meaningful relationships are the cornerstone to health & longevity. Do something fun with your family or friends. Or make new friends. Have meaningful conversations. Be a good listener. Be present and create special memories.

12. **Create a Positive Evening Ritual**: Use the last 15 minutes before bed to do something nourishing and relaxing. It can be meditation, journaling, some gentle stretches, EFT tapping, reading an uplifting book, or smelling calming essential oils. Then think through all the positive things that happened to you that day and say thank you. You will sleep like a baby!