

Find Your Balance – Learn the Secret!



September seems to be a time filled with preparation, reorganization, and planning. Late August and early September is filled with activity for many of us. It's time for us to find our way back into the more formal routine of life. Gone are the loosely constructed days of summer. Children are returning to school

and the need to get them to return to school sleep patterns and schedules. The entire household has to adjust to the different school and after school activity time tables. Clothing and school supplies have to be bought. Adults at work may be encountering the planning and start of new projects now that summer has ended and everyone is back from vacation time. Adults also may be starting or returning to school or home study to learn something new themselves. That kitchen calendar starts looking like a complicated mosaic.

Being born in September I always considered September the start of my biorhythm year. I do my "spring cleaning" in September. I get energized and look forward to trying or learning new things. Throughout my life September has usually presented itself as an opportunity. Come to think of it, most of my new jobs started in September! I like that symmetry.

With the approach of winter we are trying to fit in the last of those do it yourself projects on the Spring/Summer list. A warning bell starts to ring- the holidays are not that far off. The lists are getting more numerous and longer! Seems that you are swimming in a pile of lists! Things to buy, things to do, things to plan, things to start! Are you starting to look and feel frazzled? How can you possibly get out from under the deluge?

Are you ready to Take Action? Here are few tips to start you on your way:

1. **Start a prioritized list of things that need to be done, both big and small.** Don't depend on your memory, things will get lost when things start changing (and you know they will). You can use a high tech gadget or write the list by hand. Remember to edit or cross out completed items. (I love doing that!)
2. **Keep a calendar (with large boxes) in a central area where everyone in the house can easily have access (mine is in the kitchen).** Designate the calendar's monitor (The best bet is the most organized person who can take the whines of why we have to do this daily.) On this calendar goes everyone's schedule, for everything, work schedules, extracurricular schedules, meetings, appointments (of all kinds), social functions, if a driver is needed make note, etc. Daily check the coming week, noting changes, then focus on the next day preparations; incorporate into your prioritized list. Touch base with all household members, coordinating who does what. (You don't have to do it all, delegate.) Now you are ready for the next day.
3. **Make blocks of time dedicated to your daily routine (work and non-work).** This is not written in stone and can be changed if need be. These are things that require a **no-interruption** time zone and everyone knows it and respects it except for a real emergency. Learn to say no and make boundaries. (I have a friend who makes a list a mile long for her Saturday mornings, but she never gets out of the house until the afternoon because she is always answering the constant string of phone calls.)
4. **Start working on the prioritized items. Be flexible to incorporate those little things that pop up and handle them right away.** Also, if more than one thing can be done at the same time (examples: on telephone hold, do paperwork; waiting for a repairman, fold laundry). Big projects needing a big block of time can be saved for days off or weekends.
5. **Remember to schedule daily exercise and personal time.** These are important and necessary to keep your physical and energetic self in top functioning condition!

In order to accomplish anything the secret is to start **doing**. You have to make a plan of action and in day to day life a schedule is a great way to start. It organizes your mind and day, saves a lot of wasted time and cuts the stress of having to get things done. In the past I have fluctuated between using and not using these ideas, experience has taught me that life goes more smoothly with a plan of action, adaptable, but a plan just the same.

Life is a balancing act. Life's goal is to get off the high wire and back down to solid ground.

With Gratitude,

Kai