

## **BALANCE – PERSONAL AND PROFESSIONAL**

*Life is a constant struggle for balance.*

Balance is a result of one word: schedule. Typically, you determine your own schedule. Therefore, you schedule your own balance/imbalance. Plan basic balance into your life by scheduling many of the really important things into your life a year in advance (*family vacations, personal retreats, time with parents, etc.*) At this point in your life, it may be the only way to achieve any semblance of balance!

**Bobb Biehl** is a executive Mentor. He has consulted personally with over 500 senior executives. He has met one-to-one with over 5,000 executive team members and invested an estimated 50,000 hours in private sessions. He has originated 55 tools (books, tapes, notebooks) in the area of personal and organizational development. For over 31 years, Bobb was on the board of directors of Focus on the Family. He holds a bachelor's and a master's degree from Michigan State University. Bobb and his wife Cheryl have 2 adult children, 3 grandchildren, and 4 great grandchildren. [www.BobbBiehl.com](http://www.BobbBiehl.com)

### **REFLECTION**

Your life will never be balanced unless you schedule your balance a year in advance!

### **ANNUAL BALANCE CALENDAR**

1. Balancing your life – Personal / Organizational
2. Scheduling —
  - “Annual Balance Calendar” -- Every year at this time:
  - “Yearly Calendar” – this coming year!
3. Seeing “light at the end of the tunnel”
4. Reducing the number of your regrets

### **INSTRUCTIONS**

- \* To Do list ... never gets done
  - \* A cue line for the future; today / sometime soon
  - \* 56 hours: executive work week
  - \* November / December: a memo listing next year's actual dates
  - \* Refine year after year

### **REMEMBER**

*The Annual Balance Calendar is for your personal use ...  
and for the others you are teaching to lead!  
The Annual Balance Calendar is available to you 24 hours a day,  
7 days a week, 365 days a year, for the rest of your LIFE!*