

Seek Harmony Not Balance

Downloadable or Fillable Digital Workbook



WORK LIFE HARMONY

Strategies

You deserve to live abundantly!

- Start your day with gratitude
- Affirm your strengths
- Know Thy Self- Learn who you are
- Create family agreements
- Regularly disconnect even from yourself
- Create a space that recharges you
- Shorten your to-do list
- Schedule your day using time blocking
- Regularly audit your calendar
- Develop systems around your lifestyle & personality
- Institute automations when available





SECTION

Know Thy Self



TIPS TO GREATER CONFIDENCE

- Tell yourself positive affirmations daily
- Wear something that makes you feel your best
- Reframe negative self talk
- Adjust your posture to stand and sit tall
- Pray to ask God to see yourself as he Sees you
- Have an abundant mindset
- Accept your quirks
- Stop the comparison game
- Take responsibilities of your actions & mistakes
- Be true to yourself
- Seek encouragement from others

KNOW THY SELF ANALYSIS

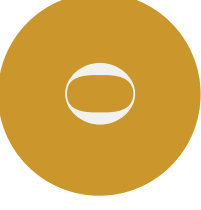


Use these explanations to help you complete your SWOT analysis.



STRENGTHS

- Things you do well
- Qualities that separate you from others
- Internal skills and know-how
- Tangible knowledge you've learned or acquired



OPPORTUNITIES

- Things you don't know but can learn easily
- Underserved area in your life
- Emerging things you may need in the near future
- Things that you now will advance you personal but you didn't have time to do



WEAKNESSES

- Things you lack
- Things you know you can do better
- Limitations
- Unclear parts of your personality



THREATS

- Things that if they change will stop you
- Negative characteristics and attitudes
- Situations that prohibit your evolution or growth

BUILD

HIRE

LEARN

RISK



EXAMPLES OF SKILLS AND QUALITIES

Analytical
Artistic
Budgeting
Building
Collaborating
Computer
Counseling
Creative
Critical Thinking
Customer Service
Decision Making
Delegating
Editing
Financial
Helping
Interpersonal
Investigating
Judgment
Leadership
Listening
Management
Negotiating
Organizing
Planning
Presenting
Prioritizing
Problem-solving
Quick-learner
Researching
Selling
Scheduling
Speaking
Supervising
Teaching
Teamwork
Time Mgt.
Training

Adaptive
Ambitious
Confident
Conscientious
Creative
Cooperative
Compassionate
Dedicated
Dependable
Determined
Detail-oriented
Diplomatic
Efficient
Energetic
Ethical
Flexible
Friendly
Hard-working
Innovative
Loyal
Optimistic
Organized
Passionate
Patient
Persistent
Practical
Precise
Professional
Reliable
Resilient
Resourceful
Responsible
Self-starting
Sincere
Tenacious
Versatile
Willing to learn

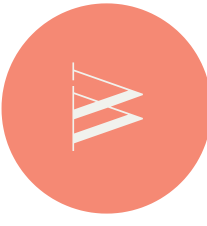
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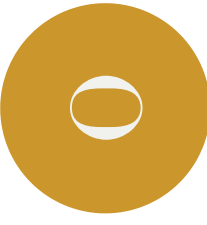
Use this SWOT Analysis to determine what areas you need to build, hire, learn or be aware.
List your personal characteristics under each category that applies.



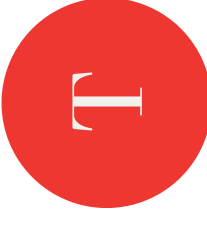
STRENGTHS



WEAKNESSES



OPPORTUNITIES



THREATS

BUILD

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SECTION

Family Agreement

OUR FAMILY AGREEMENT

This agreement is a communication tool for entrepreneur and their families.
Setting clear expectations leads to better work-life harmony and abundant living.

THIS AGREEMENT IS FOR (FAMILY NAME):

Entrepreneur _____

I agree to:

(Example: make every home game, work free Sunday)

Family Member _____

I agree to:

(Example: wash the dishes 2x week)

Family Member _____

I agree to:

(Example: wash the dishes 2x week)

Family Member _____

I agree to:

(Example: wash the dishes 2x week)

We agree (as a family) to:

love each other, be kind, be patient)

Family Signatures





SECTION

Daily Task

AFFIRM

I AM...

GRATITUDE

I AM GRATEFUL FOR ...

ACTION

TODAY, / / / , I WILL ACCOMPLISH...

1.

2.

3.

4.

5.

Daily Planner

Date _____

S M T W T F S

Time	Agenda	Priority To-List <i>3-5 items only</i>
7		
8		
9		
10		
11		
12		
1		
2		
3		<ol style="list-style-type: none"> 1. Put longstanding, consistent items on the schedule first 2. Place you most thought consuming tasks at your more productive time of day 3. Schedule a lunch 4. Only Dedicate 90 -120 minutes for a single task or project per session 5. Have a clear start and stopping point of the day
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7		
8		

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