

1



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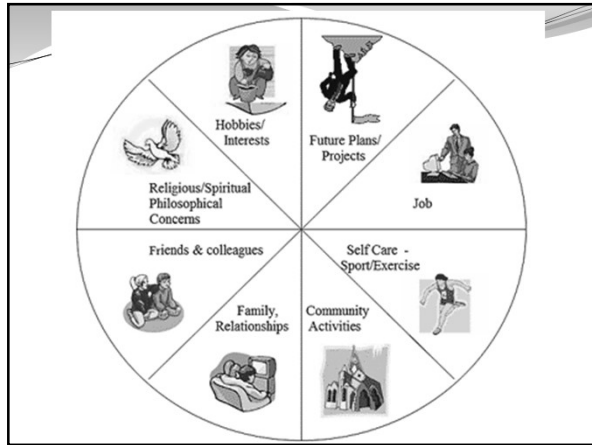


3

DO YOU EVER FEEL LIKE THIS IS THE STORY OF YOUR LIFE?



4



5

BE WHERE YOU ARE SUPPOSED TO BE AT ALL TIMES.

Have you ever been interrupted by a business phone call while you were.....

- At your child's little league game
- At their school concert
- Sitting down having dinner with the family
- Spending time with your spouse
- On a day off
- On vacation

6

Have you ever been interrupted at work because of.....

- A child and/or spouse making a non-vital request
- A family member who think you have all the free time in the world because you don't have a "Real Job"
- You have chores/errands to do at home that you didn't get to yet

7

REAL ESTATE IS NOT LIFE OR DEATH!

- When I need my cardiologist.....
- Stop telling people that you are available 24/7
- Your cell phone voicemail message

8

TIPS TO A BETTER WORK/PERSONAL LIFE BALANCE.

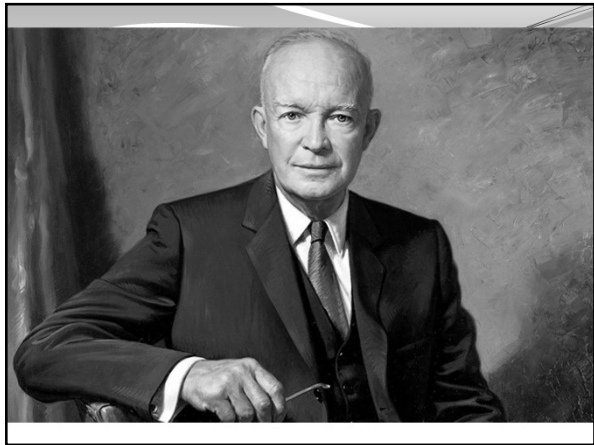
1. Schedule your "down time" in advance and stick to it.
2. Drop activities that sap your time/energy.
3. Re-think your errands/chores
4. Get Moving
5. A little relaxation goes a long way
6. Re-examine your "To-Do" List

9

How do you want people to look at your life when it is all over?

- How would you want your eulogy to sound?
- Then start to prioritize your life. – What and who is really important in your life?

10



11

The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	Do <i>Do it now.</i>	Decide <i>Schedule a time to do it</i>
Not Important	Delegate <i>Who can do it for you?</i>	Delete <i>Eliminate it</i>

12

Let's Look at our business life first.


- What are the biggest time wasters?
- What are the MOST important things to do?
- What and who can we delegate "stuff" to?
- What is your time schedule like?

13

Now...Let's look at our personal life.

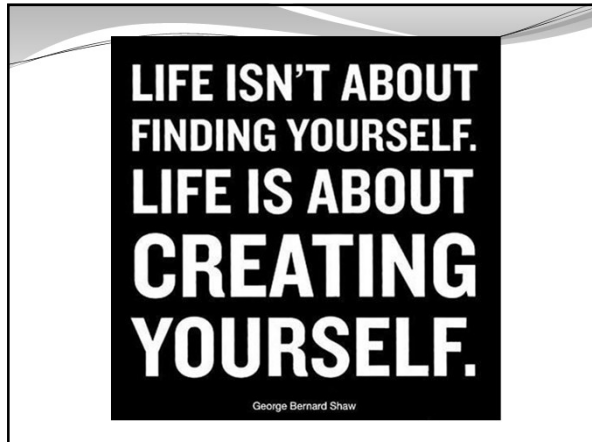
- How do we let our business life interfere with our personal life?
- The importance of your health.
- Time off - what do you have planned?
- What things/activities make you happy and reduce your stress level?

14



The image shows a pair of metal scales of justice. The left pan is lower and contains the word "Work". The right pan is higher and contains the word "Life". The scales are balanced on a central vertical post.

15



16



17
