



**Are You Living
in the
“Land of Overwhelm”?**

Workbook

www.LiveYourLifeInBalance.com



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Name:

Date:

As Busy Moms, we have so many demands placed on our time...children, husbands or significant others, work, projects, organizations, home, family members...the list goes on and on. And of course, there are only 24 hours in a day, 60 minutes in an hour and so much to do. Let's face it, our plates are definitely full!

People everywhere find themselves constantly in a rush, over-booked, over-scheduled and over-whelmed! Our challenge is balancing our many roles with doing those things that are important to us. Though it may not always seem so, how we fill our time and how we spend it is our choice. **Ladies, we really do have control of our time!** Answer the following questions to discover if you are "Living in the Land of Overwhelm".....and if you are.....no worries..... you can GET OUT!

Step 1: Acknowledge that you are in the Land of Overwhelm

Put a check mark in the box that applies to how you live your life

- I constantly find myself doing "urgent" things and trying to catch up.
- I allow myself to drift into obligations when I don't know how much time or energy they'll require.
- I often think about how I will accomplish my work goals while at home.
- I find myself running from the time I get up in the morning until I go to bed at night.
- I'm always tired and never feel like I've accomplished enough.
- I seldom schedule a day off for myself and when I do, I tend to fill it with activities.
- I don't make time for "ME": exercise, nurturing or "pampering" myself, eating healthy, cultural stimulation, spiritual well-being, learning something new, playing, or simply doing nothing.
- I seldom have time to do the things I really love.

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My work and project areas are cluttered with "I'll look at this later" stacks and "to-do" piles.

- I often miss deadlines or work long hours to meet a deadline.
- I respond to interruptions such as phone calls, faxes, email, text messages, and allow them to take me off track.
- I try to keep things in my head rather than making lists. If I do make a daily "to-do" list, it's impossible to complete in a day.
- I tend to move from one urgent thing to the next, rather than working toward specific goals and objectives.
- I find myself constantly wishing I had more time or projecting an imaginary future when I have more time, making comments such as "as soon as..." or "next year..."
- I spend time rushing around while running errands because I didn't plan well enough.
- I spend time doing things I could pay someone else to do.
- I bring work home to complete and never get to it.
- I often do things because I "should," or continue to do things that no longer fit who I am.
- My friends and family complain that my schedule doesn't allow enough time for them.
- I often feel like I'm on automatic pilot, just going through the motions of my daily routine.

Count the boxes you checked to get your results!
How many checkmarks did you have? _____

- 10 - 20 Officially living in the "Land of Overwhelm"**
- 5 - 9 Living life "On the Edge"**
- 0 - 4 Busy but Balanced SEEK WAYS TO MAINTAIN BALANCE**

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Step 2: Get Your Life Balance Score

Scale: 0 = Out of Balance 5 = Somewhat Balanced 10 = Fully Balanced

Is Your Life In Balance? <i>(circle your answers)</i>											
Health	0	1	2	3	4	5	6	7	8	9	10
Home & Environment	0	1	2	3	4	5	6	7	8	9	10
Spouse/Significant Other	0	1	2	3	4	5	6	7	8	9	10
Children	0	1	2	3	4	5	6	7	8	9	10
Family & Friends (Personal Relationships)	0	1	2	3	4	5	6	7	8	9	10
Fun	0	1	2	3	4	5	6	7	8	9	10
Career & Business	0	1	2	3	4	5	6	7	8	9	10
Financial	0	1	2	3	4	5	6	7	8	9	10
Personal Growth & Development	0	1	2	3	4	5	6	7	8	9	10
Spirituality	0	1	2	3	4	5	6	7	8	9	10
Your Life Balance Score: _____											



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Step 3: Take Action

Life Balance Score Journal

If we define being in balance in all areas as having an overall score of 80-100, what would your score indicate? Do the results of this score sheet surprise you? Why or why not?

What are the top 3 areas in which you are out of balance?

1. _____
2. _____
3. _____

Of those 3 areas, let's focus on 1 area.

What score did you give yourself in the area that we are focusing on? _____
Why did you give yourself this score?

How does having this score in this area affect you? What are your concerns? Are there any other consequences? What will happen if you don't solve this problem? What will happen if you continue on the current path?



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Vision

Would you like to score yourself a 10 in this area? What is your vision for yourself in this area?

- Describe what a 10 in this area looks like for you.

- What type of person would you need to be if you were able to score yourself a 10 in this area? _____

- What would your life be like if you were a 10 in this area?

Now think about your vision.... On a scale of 1 – 10 what score would you give this vision?

Motivators

Now let's explore your motivation behind this vision.
What are 5 reasons why this vision is important to you?

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-



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Take Action

If you wanted to take a small step over the next 7 days to move forward to your goal of 10, what would you do? What type of work is it going to take?

Action Step: _____

Do you think you can do this? On a scale of 1 – 10, how confident are you that you will take this action _____?

Obstacles

What are going to be your challenges in completing this action?

What strengths do you have that you can use to help you grow beyond your obstacles?

Support

Do you think you have the support you need to complete your action step?

- Yes
 - No
-



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Commitment

Now, what will you commit to do? Write down your commitment.

I will commit to _____

Celebrate Your Success

It's always good to stop and acknowledge your success. How will you reward yourself when you have accomplished your goal?

Follow Up

Once you've completed your action steps, share your progress by emailing me at deona@liveyourlifeinbalance.com



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Stay focused, have fun and Live Your Life In Balance!!

*Deona Thomas, "Your Balance Partner"
is a Mompreneur and Professional Life & Wellness Coach.
She founded "Live Your Life In Balance",
a company devoted to empowering Busy Moms to
maximize their potential and create healthier lifestyles.*

*Look for her tips for a
Balanced Life, Business and Body at
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Notes

Lined area for writing notes, consisting of 20 horizontal lines.