

**Finding Your**

# **Balance**

**A workbook to help you  
juggle all of your  
awesomeness sustainably**

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A workbook to help you juggle all of your  
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## **What balance is NOT**

There are many misconceptions about finding “balance”, and we’re here to bust those myths.

- Doing ALL the things, ALL the time**

Let’s just toss this one right out of the window. You can’t do all the things all the time. The reality is, in order to get things done, something else isn’t getting done. That’s totally okay. We’re going to learn how to plan so that those things we have to set aside right now can have their time to shine as well.

- Disregarding your body’s needs**

Again, this is outdated and unhelpful. Too often, I hear people say they pulled all-nighters, skipped meals, and haven’t moved their bodies purposefully in a long time. This doesn’t even cover people like myself, who have

chronic illnesses and have even more needs that we have to take care of, but often disregard.

We can't have any of this. To be at your best, you must first learn to take care of yourself. You are not at your best when you are exhausted, starving, frustrated, and sick. You do no one—especially you and your goals—any favors in this state.

Instead, work on learning your body's needs and then strive to accommodate them.

- **Not valuing rest**

This is one of my biggest pet peeves: when people mock the idea of rest. They

# **How to set yourself up for SUCCESS!**

- SMART Goals vs. Grace Goals**

While I am a firm believer in utilizing the SMART goal method for any goals that you want to take super seriously on and make massive progress on, it is not always the best option for goal-setting. There are times where you might want to make a looser, more flexible goal. These I will term “Grace Goals”. I got the idea for the name from a video by Bethany Atazadeh, where she listed the goals she had for 2022. She just had a baby and was learning to navigate a new way of life, so thus needed to have more grace and flexibility in her goal-setting. This is an idea I want you to take into your goal-setting.

Decide which goals need to be SMART goals and which ones need to be Grace goals. This will depend on

what you want out of these goals and what you know about yourself.

**For example:** I have a chronic illness that makes exercise difficult. I have a hard time setting specific fitness goals because I don't know what my body will be capable of doing on a day to day basis. Some days I might be doing really well. Others, I might be nearly bed-ridden. I realized that making goals like "Training to run x miles" or "lifting x amount of weight" was not realistic for me. Instead, I set more flexible goals that have a little more ambiguity, such as do 2-4 yoga sessions each week. These might be more restorative sessions, where I'm mostly lying down and doing gentle stretches, or they might be more empowering classes where I do a lot of flowing. This way I'm able to meet my body where it is on a daily basis while still achieving my goals.

On the other hand, I am working towards building a publishing business. This requires much more stringent goals with specific deadlines, steps, and outcomes. I need to make SMART goals for my business, such as I want to draft, edit, and publish a novel by the end of the year. This has a deadline, steps, and specific.

Knowing which kind of goal you need to set is valuable in making progress in any area of life. Take a moment and list your goals out. Try to categorize them into SMART goals and Grace goals. There's no need to be specific just yet; just list them out under the category that you think they best fit.

SMART GOALS	GRACE GOALS



- **Identify your strengths, weaknesses, and excuses**

This goes hand-in-hand with the previous point. Here, I want you to list things that you are good at, things you are not good at, and excuses that frequently pop up in your mind. I have one rule for this exercise: BE HONEST.

**For example:** I set a goal of reading 5 non-fiction books in a year. While I normally am good about setting aside time to read fiction books, I found myself struggling over the past few years to read any non-fiction. Why? I don't like using my reading time to read non-fiction (excuse). However, I am good about being self-motivated and I am good about squeezing things in here and there (strength). The only problem was I didn't have a system in place to actually accomplish this goal (weakness). In this exercise, I want you to pick one of the goals you listed above, preferably the one that you think you will struggle

with the most, and then list the strengths that you have surrounding the goal, your weaknesses, and then any excuses that might create a barrier between you and completion.

Again: BE HONEST.

<b>Goal:</b>	<b>Strengths:</b>
<b>Weaknesses:</b>	<b>Excuses:</b>

Now, I want you to take the information from those boxes and then write down ways that you can either use or address your answers.

**For example:** At the time when I set my reading goal, Storygraph hosted a reading challenge where participants were supposed to read at least one page a day. I decided I wanted to participate in this challenge and use it only for my non-fiction reading, as it would motivate me to pick up my non-fiction more. I decided that I was going to have a non-fiction book sitting at my desk and when I was on my five-minute breaks, I would pick it up at least once a day and read at least one page a day. Usually, this ended up being many pages a day. So now I have a system in place that addresses my weakness, I used my strength of self-motivation to pick up the book when I would otherwise scroll social media, and I am finding a different time in the day to read non-fiction in order to address my excuse.

I want you to do the same thing. I want you to take your strengths and figure out ways that they can help you reach your goals. I want you to take your weaknesses and see if there are ways you can overcome them or find someone to help you in those areas. Lastly, I want you to take your excuses and figure out some systems that will help you combat them.

By doing this, you are creating a plan to accomplish your goals based off of accurate information about yourself. It isn't helpful to create goals based off of someone else's personality or life circumstances. Instead, by setting goals based off of data about yourself, you are more likely to reach your goals.

<b>Goal:</b>	<b>Strengths:</b>
<b>Weaknesses:</b>	<b>Excuses:</b>

- **Create a game plan**

Now it is time to figure out how you are going to reach your goals. In this step, you will take into consideration your goal, your strengths, your weaknesses, and your excuses and create a plan that will work for you.

For starters, think of some systems you can set up to help support you in reaching your goals. This is where you will take into consideration your weaknesses and excuses and find ways to help you overcome them.

**For example:** Back in 2019, I wanted to start waking up earlier in order to create a morning routine. I had always struggled with getting up early and generally considered myself not a morning person. In order to help myself achieve this goal, I set up a challenge plan where each month I would wake up 15 minutes earlier and add one additional thing to my morning routine. By doing this, I didn't have to start waking up super early right away.

Instead, I could ease myself into the idea. Also, I had originally planned to wake up at 5am, but discovered that 6am was my sweet spot. I wouldn't have known that if I had jumped right in by waking up at 5am. Additionally, by adding just one or two things at a time, I was able to identify what worked for my morning routine and what didn't. Even now, years later, I am still doing the same basic routine. Some things might have changed, but the general principles are the same.

I also set up things to help me achieve this goal better. When I first started, I wasn't the best at going to bed at a good time, so I set an alarm to tell me to start getting ready for bed (which annoyed my dad and brother tremendously because who sets an alarm *to go to bed*?!). Also, I made sure that anything I might need the next morning was prepped: the coffee was set to come on, I had my lemon water all ready to go, and my alarm set. If these things

weren't in place, I probably wouldn't have gotten up. By having these systems in place, I was setting myself up for success.

I want you try something similar. What things can you do to set yourself up for success? On the next page, list some actionable steps you can take to help you reach your goal.

**Goal:**

Actionable steps:

## **Putting it all together**

Okay, so you've listed your goals, gotten an idea of what things are helping you reach those goals (or prevent you from reaching your goals), and have created a list of actionable steps to achieve your goals. Now it's time to put it all together. Here are some of my top tips for taking strides towards your goals.

- Create SYSTEMS to support you**

Imagine this like giving yourself a helping hand. What are some things you can do now to help support you when you are going after your goals? For instance, if you are trying to get up early, what are some things that you can do to help you make that happen? Is it going to bed early? Making sure your coffee will come on in time? Putting your alarm in another room so you have to get out of bed to turn it off?

**For example:** I have a goal to film more consistently for my YouTube channel. Previously, I would put my camera and all of my filming stuff away after each video. This created a barrier for filming the next. So, instead, now I leave my camera on its tripod on my desk so all I have to do is turn the camera on. Additionally, I have my cable already hooked up to my computer so that I can turn right around after filming and upload the video to my computer. By doing this, I am taking away several of the barriers standing between me and my goal. If anything, having my camera right where I can see it serves as a good reminder that I should make it a priority if I want to reach my goal!

On the next page, list some things you can do to create systems to support you and your goals. What are some things that you think will help you? Don't worry if they end up being useless later. That's what experimentation is for. Just list whatever you think might help.

## **Systems**

- **Set aside TIME**

None of your goals will happen if you don't set aside time for them. So, now, I want you to think of when you will work on your goals. Will it be in the little snippets in your day? Will you set aside a specific amount of time each day/week/month? If so, how much time is necessary? Your answers might change as you experiment with different things, but the important part is knowing when you are going to set aside time and then sticking to that plan.

Additionally, make sure you are setting aside enough time to adequately complete your task. This will take some experimenting to see how long it takes you, so give yourself some grace as you're learning how you work.

**For example:** I wanted to do a better job of posting to social media more consistently. One of the biggest issues I had was that I wasn't setting enough time aside to really work on it. So, I decided to dedicate one day a month to

focus exclusively on creating social media content. This might be pictures, captions, video scripts, thumbnails, actual videos, or other content. This way I could have nearly a month's worth of content all ready to go without stressing because I took away too of my excuses: "Oh, well I don't have any content ready and I don't have time to make any, so I guess I won't post this week." Nope, not the case. I have the pictures, videos, captions, and everything else ready to go. No excuses.

There are a couple of ways you can go about planning your time. My favorite way to manage my time is by calendar blocking. You can find TONS of resources about this topic on YouTube, Pinterest, and other places. It can be as intensive or as laidback as you need. You can do it digitally with Google Calendars or something of that nature, or you can do it on paper with a planner or a downloadable template (I recommend [Passion Planner's](#)

spreads that you can download for free!). Calendar blocking takes a little getting used to, but it has been one of the best things I have done to help me take control of my time. 10/10 recommend.

My recommendation would be to try different methods of time planning to find what works for you, which leads me to my last point.

- **EXPERIMENT!**

The process of finding your balance is an ever-evolving one. What worked in one part of your life might not in another. I recommend that you regularly evaluate your progress to see if there are any new changes in your methods that need to be addressed. What's working? What's not? Why? Analyze your answers and make changes to your methods accordingly. Don't be afraid to try new things to see if they work for you! You never know what might become your next power tactic!

I hope this workbook has helped you in some way. I truly believe that your goals matter enough to make plans to make them happen.

As I continue with my own experimentation, I might make changes to this workbook to make it the best tool I can, so do check back on my newsletter freebie page on occasion to see if there are any updates!

If you have any questions, please feel free to reach out to me via my [website](#) or my [email](#)!