Expect the unexpected. Only in your dreams does everything run smoothly.

Make planning and organization standard operating procedure.

Be aware of your limitations — accept that no one can do or have it all.

Avoid bringing work home and home to work.

Nourish your body with a healthful diet, 7-8 hours of sleep, and exercise most days.

Say when: Don’t overcommit to too many projects and responsibilities.

Stay flexible; it’s the key to coping with changes.

Recognize that balance requires making choices and a willingness to change what isn’t working.

Set aside 20 minutes per day to relax and unwind.

Say when: Don’t overcommit to too many projects and responsibilities.

Add fun every day.

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