WORK LIFE BALANCE: KEEPING THE MAIN THING THE MAIN THING

1. The Principle of Balance: BALANCE = Know + “Yes” + “No”
   A. Know Center.
   B. Say “Yes” to Center.
   C. Say “No” to Circumference.

2. Living in My Core: The Main Thing Is to Know the Main Thing

3. Living on the Circumference: The Land of Other People

4. What if I Don’t Keep the Main Thing the Main Thing?
   If I say ‘Yes’ to what I ought to say ‘No’ = STRESS and REGRET
   If I say ‘No’ to what I ought to say ‘Yes’ = STRESS and REGRET

5. What message are we sending?
   A. “Ask me to do anything and I will do it.”
   B. “Ask me to do anything that is in my core and I will do it.”

6. How Can I Keep the Main Thing the Main Thing?
   Dr. Stephen Covey: Time Management Matrix

<table>
<thead>
<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Crisis; pressing problems,</td>
<td>Preparation, prevention, values clarification,</td>
</tr>
<tr>
<td></td>
<td>deadline-driven projects,</td>
<td>planning, relationship building,</td>
</tr>
<tr>
<td></td>
<td>meetings, preparation</td>
<td>true recreation, empowerment</td>
</tr>
<tr>
<td>III</td>
<td>Interruptions; some phone</td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td>calls/emails, some reports/</td>
<td>Trivia; busywork; some phone</td>
</tr>
<tr>
<td></td>
<td>meetings; many proximate</td>
<td>calls/emails; time wasters; “escape”</td>
</tr>
<tr>
<td></td>
<td>pressing matters; many</td>
<td>activities, irrelevant mail; excessive</td>
</tr>
<tr>
<td></td>
<td>popular activities</td>
<td>TV/social networking</td>
</tr>
</tbody>
</table>

   Q 1: _____  Q 2: _____  Q 3: _____  Q 4: _____
   Crisis     Quality      Deception    Waste
“Things which matter MOST must never be at the mercy of things which matter LEAST.” Goethe

“The song that I came to sing remains unsung. I have spent my days in stringing and unstringing my instrument.” Rabindranath Tagore

7. Six Step Process for your personal weekly Board of Director’s Meeting:
   A. Connect to Mission: What is my purpose?
   B. Review Roles: What are my key personal and professional roles?
   C. Identify Goals: What are my Big Rocks for each of my key personal and professional roles?
   D. Organize Weekly: Schedule the Big Rocks in my weekly calendar.
   E. Exercise Integrity in the Moment of Choice: Choosing between two Big Rocks when they occur at the same time.
   F. Evaluate: Review last week at my next Board of Director’s Meeting.

8. My Turn
   A. Personal
      (1) Identify a key personal role:
      (2) What goal (Big Rock) do you have for that role for next week?
      (3) Schedule it in your weekly calendar.
   B. Professional
      (1) Identify a key professional role:
      (2) What goal (Big Rock) do you have for that role for next week?
      (3) Schedule it in your weekly calendar.

     Practicing Kaizen: Continual Improvement

What are my take-aways from this session?

Top 20 Curriculum:  
   Top 20 K-6 Smart Board Curriculum  
   Top 20 TLC -- Grades 3-6 Curriculum  
   Top 20 Teens -- Grades 7-12 Curriculum

Top 20 Books:  
   Top 20 Teens: The Best-kept Thinking, Learning and Communicating Secrets of Successful Teenagers  
   Top 20 Teachers: The Revolution in American Education  
   Top 20 Parents: Raising Happy, Responsible and Emotionally Healthy Children  
   Why Students Disengage in American Schools and What We Can Do about It  
   Rebalanced Thinking, Rebalanced Living: Developing Your Inner Life through Social-Emotional Learning

To order books or materials go to the Top 20 Store on the Top 20 website: www.top20training.com.