



Finding Balance

Resources for the Working
Student

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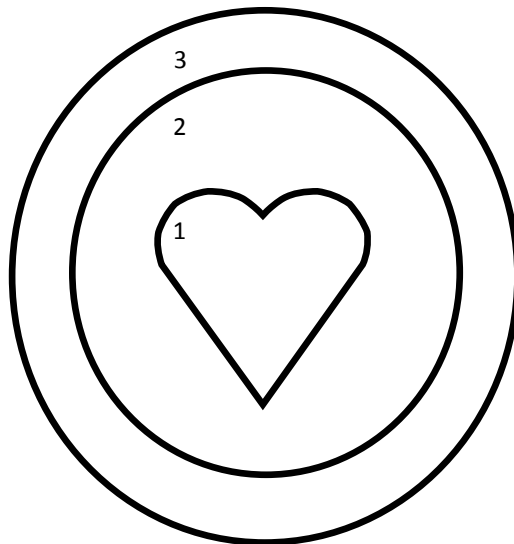
Harry S Truman College

MY PRIORITIES

In the space below, write down as many things as possible in 20 seconds that you value in your life

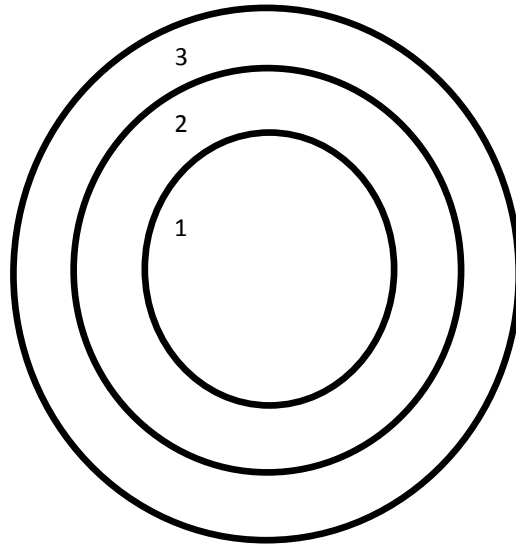
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now choose your top 3 from the list above



MY PRIORITIES

In the circles to the right, write down the areas of your life in which you spend the most amount of time (1 being the most amount of time spent, 3 being the least).



Reflection

Compare your actual and your hopeful priorities? Are they the same? Different? What thoughts come to mind as you compare your priorities? Write your responses in the space below and take 5 minutes to share with a partner.

WHAT IS BALANCE?

¹bal·ance

noun \ˈbɑ-lən(t)s\

- : the state of having your weight spread equally so that you do not fall
- : the ability to move or to remain in a position without losing control or falling
- : a state in which different things occur in equal or proper amounts or have an equal or proper amount of importance

Stressful???

Thinking of all that you have on your plate. The concept of balancing it all equally sounds stressful right? There must be another alternative!



CONSIDER WORK, LIFE, SCHOOL EBB & FLOW

What if instead of a work life balance which encourages you to prioritize everything in the same way, we look at life differently? What if you considered your priorities as work life ebbing and flowing? Sometimes it may be work that becomes your priority. Other times, family or school need to be the priority and the majority of your time needs to be on that. How does this change your thoughts about your priorities?

In the boxes below, note the 3 priority areas of your life. Which one is a top priority right now?

Priority 1—

Priority 2—

Priority 3—





NAVIGATING YOUR PRIORITIES

When navigating the sometimes choppy waters of life, consider the following when taking care of your priorities.

1. How long will it need to be the top priority?
2. How much time each week does this priority require?
3. Who do you need to inform about this priority?
4. Who in your life can support you while it is a priority?

Detours will come up as you make attempts to organize your priorities. Consider the importance of the detour/distraction before following it. Is it more important than the priority goal in which you are working on now? Can it wait? If it must be tended to immediately, give yourself a time limit for how long it may take to address and stick to completing it within that time frame.





TIME TO PLAN

Next Steps

Putting a plan into place for how you will manage your priorities will help you to manage your stress more effectively. Fill out the charts below for each of your priorities to get your plan into action!

Priority #1: _____

(Name of Priority here)

Estimated End Date:	
Who it affects:	
Who I need to inform:	
My support system:	
How they can help	
Support #1:	
Support #2:	
Support #3:	
Support #4:	
Support #5:	

Priority #2: _____

(Name of Priority here)

Estimated End Date:	
Who it affects:	
Who I need to inform:	
My support system:	
How they can help	
Support #1:	
Support #2:	
Support #3:	
Support #4:	
Support #5:	

Priority #3: _____

(Name of Priority here)

Estimated End Date:	
Who it affects:	
Who I need to inform:	
My support system:	
How they can help	
Support #1:	
Support #2:	
Support #3:	
Support #4:	
Support #5:	

“He who every morning plans the transactions of that day and follows that plan carries a thread that will guide him through the labyrinth of the most busy life.”

— Victor Hugo