



Centered:
Work-Life Balance



THE CENTER FOR
Clarity, Compassion & Contentment

find your center

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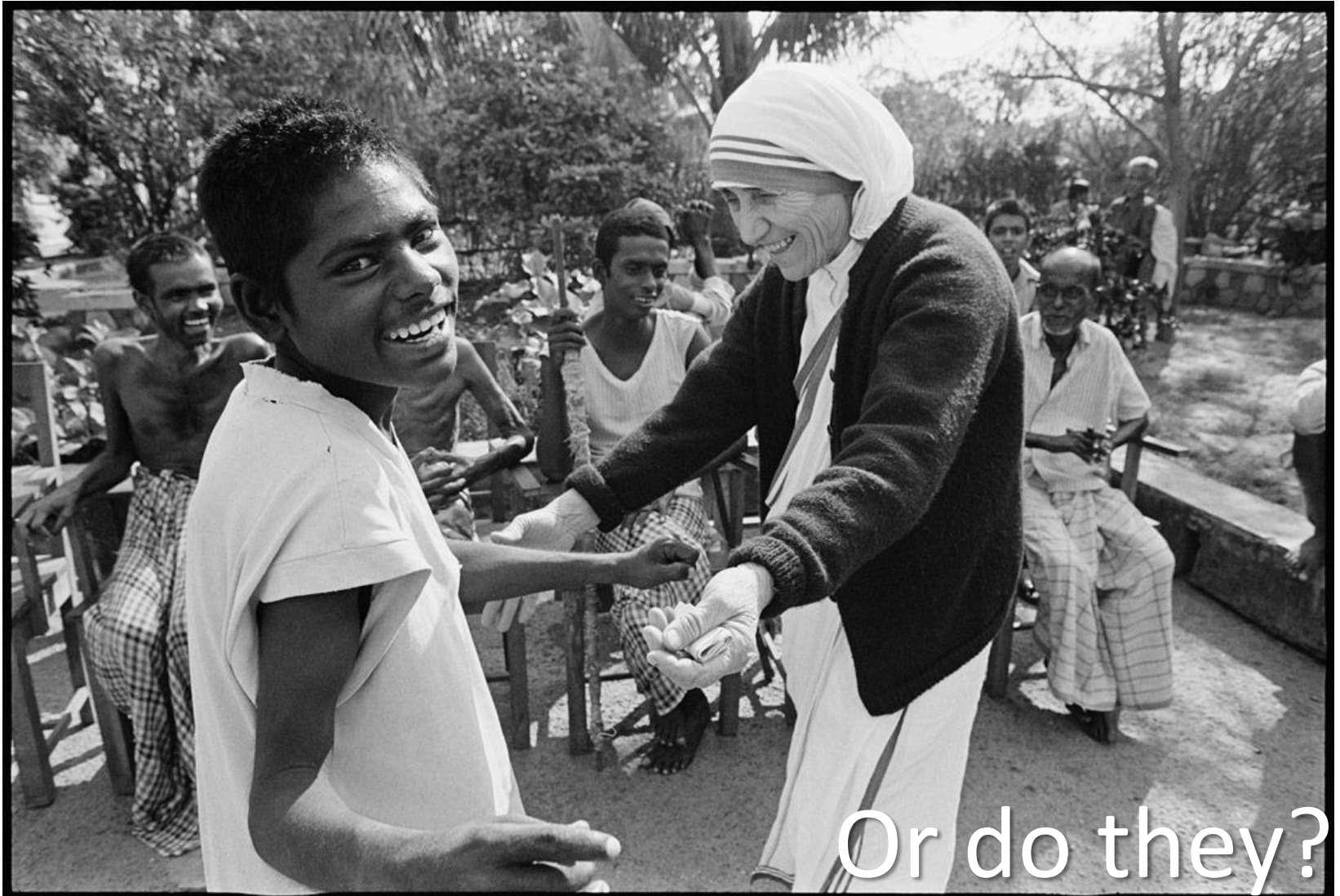
What is Work-Life Balance

Work life balance is...

the amount of time you spend doing your job compared with amount of time you spend with your family and doing things you enjoy.

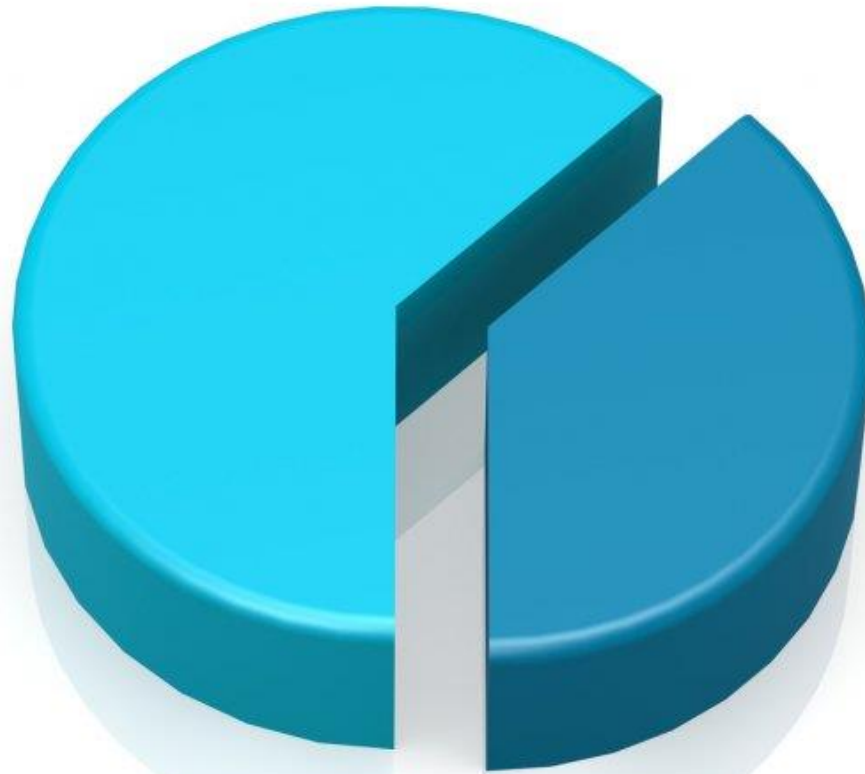
(Cambridge English Dictionary)

Some people have ZERO
Work-Life Balance!



Rate Your Work Life Balance

- What are the percentages of work v. life now?



- What would you like them to be?

3-Part Presentation

- Mastering the Mind
- Crazy Busy v. Ready Mode
- Living with Intention



Mastering the Mind: Stress Reduction

THOUGHTS

SEE your
thoughts.



Don't BE
your
thoughts.



FEELINGS

R – Recognize

U – Understand

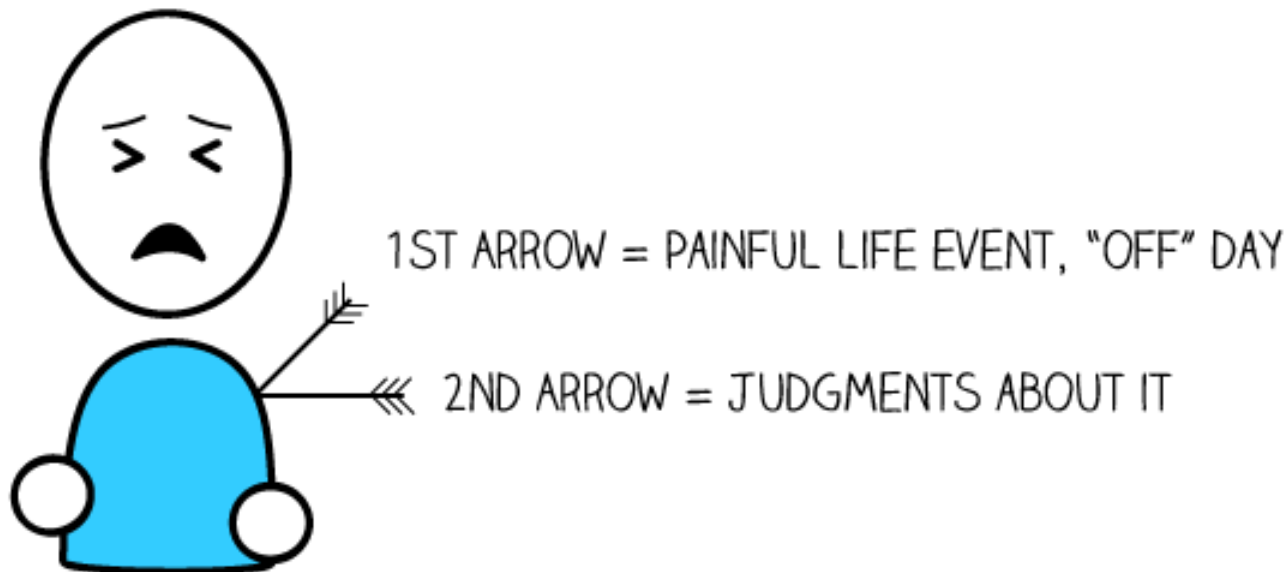
L – Label

E – Express

R – Regulate

Mastering the Mind: The Second Arrow

DON'T SHOOT THE SECOND ARROW:
HOW TO AVOID UNNECESSARY PAIN



Mastering the Mind: Mindfulness



Mind Full, or Mindful?

Observing the present moment
non-judgmentally.

Mindful Meditations



RAIN

STOP

ABCD

RAIN



Feeling Overwhelmed? Remember “RAIN”

Four steps to stop being so hard on ourselves.

R

Recognize
what's
going on

A

Allow the
experience
to be there,
just as it is

I

Investigate
with
kindness

N

Natural
awareness,
which comes
from not
identifying
with the
experience

STOP

- Stop what you are doing
- Take 5 breaths
- Observe the body/thoughts
- Proceed



ABCD

- A - Anchor
- B - Breath
- C - Counting
- D - Distraction



Mastering the Mind: Boundaries

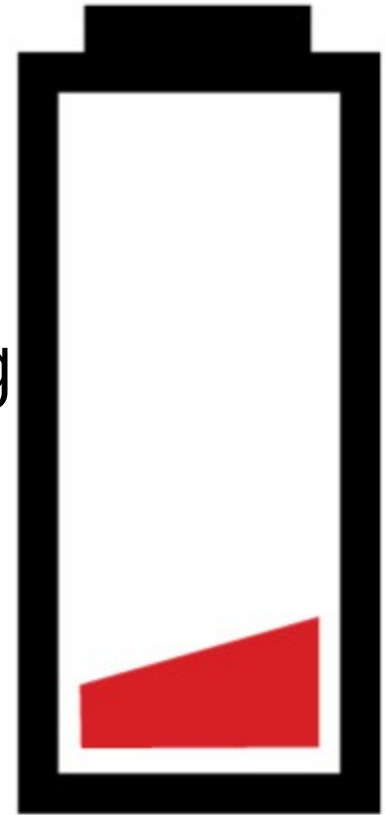
What are you doing that makes you
resentful?



Controlling self

Mastering the Mind: Energy Wasters

- Drama
- Over-thinking / Rumination
- Overdoing / People Pleasing
- Worry / Doubt / Anxiety
- Controlling Behaviors



Are you “crazy busy”?
Switch to “ready mode”.



Crazy Busy Mode



Dr. Darria Long defines crazy busy mode as...

- Less able to handle what is before you
- Your emotions have hijacked your executive functions
- Brain areas for anger and anxiety are activated
- Begin reacting to everything as danger and equally stressful

BOTTOM LINE:

You are not as effective as you think.



Ready Mode

- You are able to handle anything that comes your way, when it comes your way.
- You deal with various issues based on their true crisis or non-crisis levels.
- You are able to focus on the task at hand, rather than staying alert to everything all at once.
- Your brain is able to maintain executive functions (rather than going into fight or flight/primal brain).

BOTTOM LINE:

You are far more capable than you think.

Living with Intention: Self Care



Center4C Self Care Plan

Cultivating clarity, compassion & contentment in our lives.

Self Care Planning is....

Tangible, incremental, accessible, healthy care for yourself, rather than fleeting, indulgent, costly or unhealthy. By keeping a self care plan handy, intentional, regular you will find your self care FREE and FREEING. Do you commit to providing yourself essential care?

Signature _____

Intention: How do you want to feel?

Goals: What are short and long term goals?

Professional:

Physical:

Psychological:

Emotional:

Spiritual:

Relationship:

Other:

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Life Planning is....

Gain clarity by getting the strategic life plan out of your head, where it normally resides, and onto paper. When we do this we can see conflicts, better evaluate our intention, and pay attention to our true desires, keeping our vision in front of us.

Intention: How do you want to feel? What do you want to accomplish?

Goals: What are short and long term goals?

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Center4C Live By Design

Cultivating clarity, compassion & contentment in our lives.

How do I want to be remembered?

What are my priorities?

What are my key areas of life?

What action do I need to take to achieve what I want to?

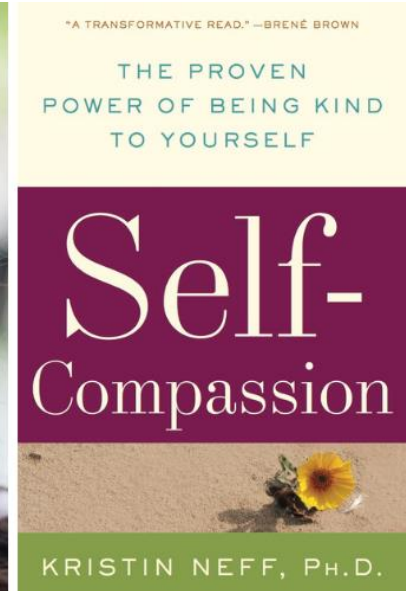
What fears or limiting beliefs do you have?

What self care and boundaries need to be put into place?

What is my true north? Where do I see myself in X years?

Living with Intention: Self-compassion

- The research
 - Kristin Neff, PhD
- The exercises
 - Be a Good Friend
 - to yourself!
 - Write a Letter
 - Healing Touch
- The philosophy
 - You cannot truly be compassionate to others unless you are truly compassionate to yourself!



*Living with
Intention: Let
go of....*

Perfectionism

Fear of
uncertainty

Busyness as a
status symbol

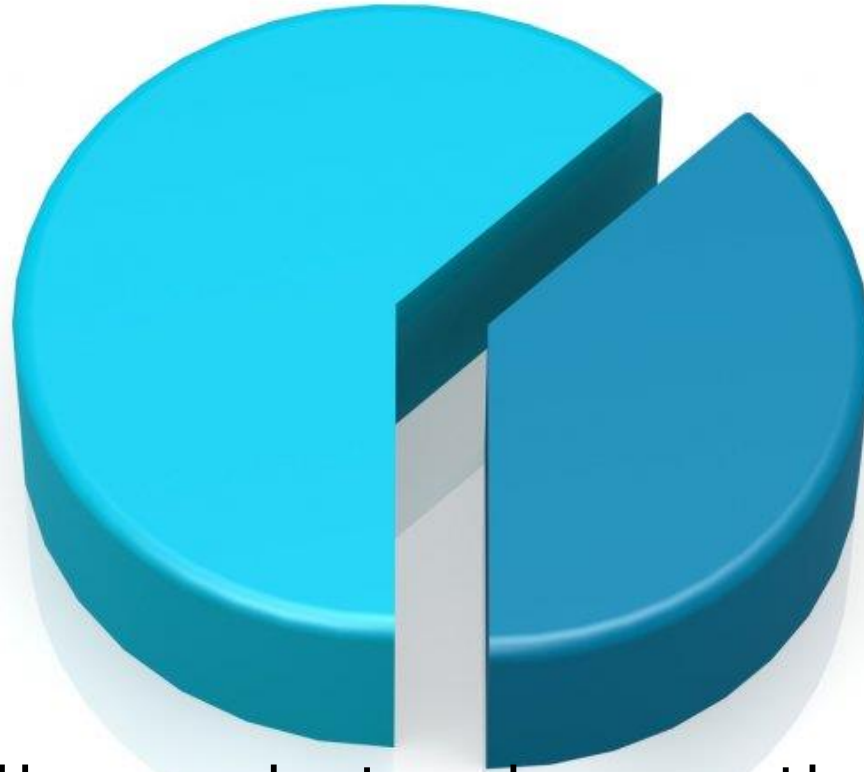
Anxiety as a
lifestyle

>> BRENE BROWN'S <<
10 GUIDEPOSTS FOR WHOLEHEARTED LIVING

CULTIVATING AUTHENTICITY	1	LETTING GO OF WHAT OTHER PEOPLE THINK
CULTIVATING SELF-COMPASSION	2	LETTING GO OF PERFECTIONISM
CULTIVATING YOUR RESILIENT SPIRIT	3	LETTING GO OF NUMBING AND POWERLESSNESS
CULTIVATING GRATITUDE AND JOY	4	LETTING GO OF SCARCITY AND FEAR OF THE DARK
CULTIVATING INTUITION AND TRUSTING FAITH	5	LETTING GO OF THE NEED FOR CERTAINTY
CULTIVATING CREATIVITY	6	LETTING GO OF COMPARISON
CULTIVATING PLAY AND REST	7	LETTING GO OF EXHAUSTION AS A STATUS SYMBOL AND PRODUCTIVITY AS SELF-WORTH
CULTIVATING CALM AND STILLNESS	8	LETTING GO OF ANXIETY AS A LIFESTYLE
CULTIVATING MEANINGFUL WORK	9	LETTING GO OF SELF-DOUBT AND "SUPPOSED-TO"
CULTIVATING LAUGHTER, SONG, AND DANCE	10	LETTING GO OF "COOL" AND ALWAYS IN CONTROL

Now back to those percentages....

- What would you like them to be?



- What will you do to change the ratio?



*"It is better to rise from life as from a banquet—
neither thirsty nor drunken." ~ Aristotle*

- How much is right for you? What is it now? Give yourself a percentage...no judgment, just think objectively. What would you like it to be? Work on the GAP.

DECREASE THE WORK STRESS WITHOUT ACTUALLY SLACKING OFF

- Mastering the Mind
 - Stress Reduction, judgments, second arrow, ego see v. be
 - Mindfulness, getting back to the present moment
 - Boundaries, what do you resent?
 - Energy Wasters, what are you overdoing? Where is there drama?
- Crazy Busy v. Ready Mode
 - What is real danger/crisis and what is in our mind?

Increase the personal time without letting anyone down

Live with Intention

- Self Care is not Selfish!
- Self-compassion is essential
- Drop perfectionism, busyness as a symbol of worth
- Take a proactive approach to your life

NOW back to those percentages....