

Balance Awareness

Establish your individual baseline for work/home life balance. This is where you are right now. What are you satisfied with? Where would you like to be able to spend more time? Less time? Give a percentage of how you'd *prefer* to spend your time (your total should add up to 100%). Only enter categories of importance to you and feel free to add anything you like. Be honest, but realistic.

Time Spent With:	Need More	Have Enough	Surplus	% Preferred (total 100)
Family				
Friends				
Primary Work				
Side Hustle				
Church/Spiritual Activities				
Personal Growth				
Travel				
Exercise				
Learning/Education				
Hobbies				
Entertainment				
Housework/Maintenance				

REFOCUS



Work-Task Balance Awareness

Use this form to document how time is spent at work during a typical day or week. Some sample types are already entered but add any others more specific to you. Where do you feel you should be able to spend more time? What areas should be reduced? Give a percentage of how you feel your time realistically *should* be spent (total 100%).

Time Spent With:	Need More	Have Enough	Surplus	% Preferred (total 100)
Meetings with Leadership				
Meetings with Staff				
Meetings with Others				
Routine Documentation				
IT System Issues				
Emerging Crises (real)				
Emerging Crises (perceived)				
Actually doing the work				
Breaks (lunch, etc)				
Doing Others' Work				

REFOCUS



Time Vampires

What sucks up most of your time? List the things you spend time doing every day – good and bad. Place a value on that time, using a 0-10 scale, with 0 being completely no value, and 10 being exactly what you should be doing. Which of these low-value things can you begin to eliminate or limit, so you have more time for the important stuff?

Work-Day Vampires	Value
Home-Life Vampires	Value

SIMPLIFY



Extinguishers

What douses your flame? List the most significant barriers you face to achieving balance and harmony. What prevents you from keeping your fire lit? What gets in the way of how you should spend your time? In what ways do these barriers impact you and what can you do about them? Validate which of these barriers are legitimate activities or requirements, and which ones are someone else’s priorities or imagined?

Extinguishers at Work	Impact?	What Can You Do?
Extinguishers in Personal Life		

VALIDATE



Passion

Probably the most important part to achieving harmony is having sufficient time to play. How can you find time for enrichment and fun, and what do you need to do in order to be able to do more of these things?

Ask Yourself These Questions	What Do You Need?	
<p>What energizes me, intellectually, spiritually or emotionally? What do I do just for me?</p>		
<p>What have I never grown tired of doing?</p>		
<p>Where is my happy place?</p>		

PLAY




Tips for Keeping Your Torch Lit

Incorporate self-renewal and constructive rest as integral parts of your regular routine:

- Plan a quiet morning routine.
- Leave work at work at the end of each day and week. If you work from home and cannot use a separate space for work (i.e. using your kitchen table), try to remove all evidence of work when it's time to shift gears.
- Take a break from the stress of responding to others. Schedule a personal retreat – time to be quiet, think, and relax – without television, telephone, or Internet.
- Perform routine activities more slowly and mindfully to experience the joy of the present moment.
- Plan fun, creative, or energizing things to do at least one day per weekend; make it a priority to connect with other people – even virtually.
- Re-energize your spirit by regularly engaging in activities you're passionate about.
- Schedule blocks of time for regular renewal – a morning or afternoon, a day, a weekend. Take regular holidays, whenever possible. A vacation, retreat, or adventure can do wonders for your balance and harmony.



WORK-LIFE BALANCE CALENDAR						31 Days to R.S.V.P.
1 #REFOCUS <i>"You must learn a new way to think before you can master a new way to be."</i> - Marianne Williamson	2 #SIMPLIFY Focus on your strengths and outsource tasks when needed. There is no shame in recognizing where your talents are and acknowledging the expertise of others.	3 #VALIDATE Don't be ruled by rumors, assumptions or gossip. Take control! Check sources, learn facts, and understand the impacts.	4 #PLAY Learn to laugh at yourself. Most stumbles are temporary but can become permanent negative forces if we give them life.	5 #REFOCUS What's important to you? Honestly evaluate the things on your list and think about what's keeping you from doing them. What can shift or change?	6 #SIMPLIFY Eliminate guilt. You are not responsible for everything! Retire your cape as savior of the world.	7 #VALIDATE <i>"Don't get invested in what "They" say. Only invest in the value you are bringing."</i> - John C Davis
8 #PLAY <i>"Growing older is not upsetting; being perceived as old is."</i> - Kenny Rogers	9 #REFOCUS Set and honor work hours for yourself and share them with others. Otherwise, handling "just one more thing" can have you working until midnight every night!	10 #SIMPLIFY At the end of the day, ask yourself what worked, what didn't, and how things could be improved next time. Strive not for perfection, rather for excellence.	11 #VALIDATE Be mindful of your thoughts without pushing them away. They're real. What you DO with them dictates their place in your journey towards success and fulfillment.	12 #PLAY Sometimes it can help to be physical... just the simple act of getting up and stretching each hour can help you become clearer, more focused and more productive.	13 #REFOCUS Easily distracted by email or internet surfing? Turn off notifications, set aside specific times for reading/replying to non-emergency emails each day.	14 #SIMPLIFY <i>"Time you enjoy wasting is not wasted time."</i> - Marthe Trolly-Curtin
15 #VALIDATE <i>"Always be careful of where you run to. When the going gets tough, take it easy and slow down, else you venture into the den of lions."</i> - Michael Bassey Johnson	16 #PLAY Learning a new task is easier when it's fun. When you're in a relaxed mood, your imagination is stimulated, creativity is heightened, and retention is increased.	17 #REFOCUS Working from home? If possible, try to keep living and working space separate. It is hard to have work/life balance if your kitchen table is also your office desk!	18 #SIMPLIFY Overwhelmed? Step away from the cause and do something different to reset your mind - grab a coffee, chat with a friend, play with your pet, etc.	19 #VALIDATE Give yourself a break - not every task is an "emergency." Rushing someone to the hospital NEEDS to be done now, finishing edits might be able to WAIT until later.	20 #PLAY Humor helps build resilience. Sharing laughter can foster empathy, compassion, trust, diffuse stressful situations, and break the ice with strangers.	21 #REFOCUS <i>"People often complain about lack of time when lack of direction is the real problem."</i> - Zig Ziglar
22 #SIMPLIFY <i>"If you feel guilty eating lunch away from your desk or lingering in a bath, let the deprogramming begin."</i> - Gina Greenlee	23 #VALIDATE Be mindful of your self-talk. Concentrate on facts instead of emotion. "I'm a failure" is not the same as "I ran out of time," and the latter is much more beneficial!	24 #PLAY Just go with it! Don't ask why or when - just go! Letting our spirit fly once in a while lifts us up in readiness to take on whatever challenges we may face.	25 #REFOCUS "I should have" is a heartbreaking epitaph. Remember who and what is important in your life and give them the same attention as your work.	26 #SIMPLIFY It's okay to say "no" sometimes. Even paint does a better job when it's not spread too thin!	27 #VALIDATE Imagine yourself in someone else's shoes. How would you feel about your words, actions, decisions?	28 #PLAY <i>"You don't stop laughing when you grow old, you grow old when you stop laughing."</i> - George Bernard Shaw
29 #REFOCUS <i>"If you do the little jobs well, the big ones will tend to take care of themselves."</i> - Dale Carnegie	30 #SIMPLIFY Solutions don't have to be complicated. Clear your mind and start small, then take things one step at a time.	31 #VALIDATE Even the most successful person needs to be able to lean on another to help them get back on track sometimes. Don't be afraid to reach out.	 <p>"LIFE IS OUR MAIN EVENT, AND WE GET TO CHOOSE WHETHER OR NOT TO ATTEND... HOW ARE YOU GOING TO R.S.V.P.?" (REFOCUS-SIMPLIFY-VALIDATE -PLAY)</p>			

ABOUT YOUR INSTRUCTOR



JOHN VERRICO
Speaker/Trainer/Coach
International Best-Selling Author

An under-sized youth often victimized by school bullies, John Verrico found hope and strength in classic monster and “B” movies, where he learned that even the little guy could be the hero with a little confidence, self-assurance, and effectively communicating with others. And, of course, a well-lit TORCH (Trust, Opportunity, Respect, Communication, Humanity) to stay motivated

These lessons are the foundation of John’s passion for empowering people to find their own special *TORCH*, keep it lit, and share its light and warmth with others to conquer all the monsters we face in our daily lives. His humorous, interactive sessions engage audiences as they discover insights into workplace climate, culture, and relationships. John is committed to helping organizations and individuals become more successful through understanding themselves and others.

A nationally and internationally recognized expert in effective communication, leadership, and employee engagement, John is an internationally best-selling author who brings to the table more than four decades of experience as a communication professional and instructor. His multi-faceted background includes extensive work in the military, government, non-profit, corporate, small business, and entertainment industries.

John retired in 2024 after a 42-year career in federal and state government agencies as a senior public, community, and employee relations professional. He gained extensive experience in media and employee communications in the U.S. Navy and Navy Reserve, retiring as a Master Chief Journalist in 2005. John’s dedication to promoting healthy communications, interpersonal relationships and work environments led him to start Share Your Fire, LLC., where he coaches established and aspiring leaders to become the kind of people others want to work with and for.

John earned a Master’s degree in Organizational Leadership from Norwich University and a Bachelor’s in communication from the University of the State of New York. He is also former President of the National Association of Government Communicators, as well as a freelance journalist, mentor, stand-up comic and theater performer and dabbled in dozens of other career fields before discovering his purpose – to help others grow.

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“Each of us has a torch, a passion, burning inside, that ignites our motivation. When it’s fed, the fire spreads and helps those around us keep their own torches shining bright. Our combined light can keep any monster at bay.” ~John Verrico

