



# *Tranquility Soul Spa*

**Presents:**

## **POSITIVE SHIFTS: THE LIFE BALANCE WORKBOOK**

**DEFINE AREAS OF IMPORTANCE IN YOUR LIFE**

LEARN TO IDENTIFY THE LIFE AREAS THAT ARE IMPORTANT TO YOU, AND  
THE ONES THAT ARE LESS IMPORTANT

**BECOME AWARE OF THE AREAS IN YOUR LIFE YOU NEED TO  
IMPROVE**

DISCOVER A SIMPLE TECHNIQUE FOR IDENTIFYING THE PROBLEM AREAS

**START ACHIEVING GREATER BALANCE IN YOUR LIFE**

KNOWING WHAT TO FOCUS ON IS HALF THE BATTLE – NOW YOU WILL BE  
READY TO GET DOWN TO BUSINESS!

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**Today's fast moving world has increased our stress and anxiety levels astronomically, and made it harder than ever to bring balance into our highly unbalanced lives.** But what if it was possible to stop the unwanted cycle of anxiety, stress, fatigue and frustration, and bring balance back into your life? Is life balance genuinely possible, or is it just a cruel and heartless myth?

Although we all have different interpretations of what balance looks like, most people, in principle, share a similar idea of what life balance means; to have the energy, drive and time to do the things we're passionate about and invest quality time in meeting our mental and emotional health needs.

A few years ago I learned (the hard way) that nothing in life is ever as bad as it seems. Nothing is worth throwing ourselves into a pit of stress, anxiety and personal chaos. When we become entrenched in an anxious, stressed out and overwhelmed lifestyle, we tend not to look outside of our 'boxes'. Unless someone or something shakes us up and makes us see things from another perspective, we can easily fail to recognize even the most practical options that are available for us to bring calm and balance back in our lives.

There are a few occasions during our brief time on planet Earth when we experience great flashes of personal insight, great moments of truth that immediately change the course of our lives forever. Most of those experiences result from our most significant life failures, not from our biggest successes.

It is often from our failures that we learn lasting lessons that completely transform our perspective towards life (and especially life balance). People often assume that achieving life balance is about making radical life changes, but this is seldom true. Radical life changes will always take time and can often be difficult to implement.

For most of us, it's wiser to adopt the mantra "one step at a time", because making minor adjustments in our lives can have a huge long-term impact.

So, having read this far, I'm hoping that you have some idea about areas in your life that you'd like to tweak. But if not, that's okay, because, over the next few pages, we'll approach your life (and the topic of life balance) in a structured and 'balanced' way.

The following exercise will help you to 'break your life down' into seven main areas so that you can identify the specific areas in your life that are currently 'out of balance.' Because it's these very areas which are most likely causing you the most amount of anxiety, stress, and frustration.

People with a healthy life balance have clear prioritization between work (which incorporates their career, education and ambitions) and 'lifestyle' (which combines their health, leisure & relationships). No one in life is perfect, and no-one will ever achieve complete contentment in all of their primary life areas. However, it is always possible to establish a better balance - and 'all going well', this is what you're about to do!

Life balance is an ongoing process, which will always be shaped by the strategies we have for managing our lives. It's within the strategies that we can wind up misplacing our priorities, and find ourselves falling out of balance.

This workbook has been designed to give you a holistic overview of all your seven most important life areas, before identifying the particular life area's that you need to make immediate improvements in.

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An ancient proverb says, "The journey of a thousand miles begins with a single step." You've probably known people nearing the end of their life's journey who looked back on the life they'd lived, and said, "If only I'd done things differently.... If only I'd made better choices .... If only I'd spent more time with my family or kids ....." Unfulfilled lives are always filled with "If only's ...." These are the last words of those people who's lives were over before they even got started. Life is full of countless opportunities, for great successes and even more significant failures.

But ..... it's up to you to take the initiative, to make use of every opportunity that comes your way. Because if you don't, you will never achieve your ultimate goal – true balance and freedom from anxiety, stress and frustration.

**So don't delay - complete this life balance workbook today.**

The late personal development expert Stephen Covey once suggested that: 'Without a clear focus on our guiding values and priorities, each of us runs a real risk of successfully climbing a very long ladder only to find it leaning against the wrong wall.' This is why our core priorities are worth regular consideration, repeatedly, habitually and anytime we're about to devote time and energy to a new given pursuit.

There are certain areas in life that are important for all of us. These can be grouped as:

- **Social & Family Relationships**
- **Career & Educational Aspirations**
- **Money & Personal Finances**
- **Physical Health, Recreation & Leisure**
- **Life's Routine Responsibilities**
- **Giving Back to Society & Contribution**
- **Mental, Emotional & Inner Well Being**

The importance that various people place on these life areas will always differ. However, if we can learn to maintain an element of focus in all of our life areas, we will be more likely to achieve this healthy life balance.

When we define the areas of importance to ourselves, we create awareness within us of what areas in our lives need to be improved upon, while taking a huge step towards achieving greater life balance.

"My point is, life is about balance. The good and the bad. The highs and the lows. The pina and the colada."

- *Ellen DeGeneres*

## MAIN LIFE AREA 1: SOCIAL AND FAMILY RELATIONSHIPS

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important are your family relationships?
2. How satisfied are you with your family relationships?
3. I am close to my parents and our relationships are healthy.
4. I am close to my children and our relationships are healthy.
5. The people who matter the most in my life accept me.
6. How important are strong social relationships to you?
7. How satisfied are you with your social relationships?
8. I have close friendships with people I can be myself around.
9. I have a good social network/ am part of social groups.
10. I am generally good at connecting with new people.
11. I get along with my neighbors and the people in my area.
12. How satisfied are you with your romantic relationship/s?
13. How happy are you with the overall quality of your relationships?

Notes: Write a few notes about the area/s in your relationships that you'd like to make changes in:

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## MAIN LIFE AREA 2: CAREER & EDUCATION ASPIRATIONS

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important are career achievements to you?
2. How satisfying are your career achievements to date?
3. How fulfilled are you in your current work environment?
4. How much do you look forward to going to work each day?
5. Does your career stimulate and develop you as a person?
6. Do you have a healthy & rewarding work/ life balance?
7. Is your career moving you forward in advancement and reward?
8. How important are strong working relationships to you?
9. How satisfied are you with your current working relationships?
10. Is your working environment positive and supportive?
11. Do you find contentment and fulfillment in your current career?
12. How urgently would you like a career change?
13. If you died today, are you happy with the legacy you'll leave behind?

Notes: Write a few notes about the area/s in your career or education that you'd like to make changes in:

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### **MAIN LIFE AREA 3: MONEY & PERSONAL FINANCES**

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important is being financially effective to you?
2. How satisfied are you with your current financial effectiveness?
3. You have enough money to meet your current wants.
4. You have enough money to meet your current needs.
5. You know what your exact outgoings are each month.
6. You always know what's in your bank account/s.
7. How important is being generous to others to you?
8. How generous are you currently being towards others?
9. How satisfied are you with how much you give to others?
10. How important is charitable contribution to you?
11. How satisfied are you with how charitable you currently are?
12. How willing are you to step out your comfort zone & take new risks to generate more income?
13. How much do you worry about your current financial situation?

Notes: Write a few notes about the area/s in your personal finances that you'd like to make changes in:

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### **MAIN LIFE AREA 4: HEALTH, RECREATION & LEISURE**

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important is establishing a healthy work/ life balance to you?
2. How satisfied are you with your current work/study/ life balance?
3. How important is your physical health to you?
4. How happy are you with your current physical health?
5. How happy are you with your physical fitness levels?
6. How important is having plenty of 'free' time to you?
7. How content are you with the amount of free time you have?
8. How important is your physical appearance?
9. How satisfied are you with your current physical appearance?
10. I can handle my stress and anxiety levels effectively.
11. How much do you currently enjoy life outside of work or study?
12. Are you able to do things that you enjoy frequently?
13. I have room for improvements in my life outside of work and/or study.

Notes: Write a few notes about the area/s in your personal/social life that you'd like to make changes in:

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## MAIN LIFE AREA 5: LIFE'S ROUTINE RESPONSIBILITIES

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important is managing routine tasks around the home to you?
2. How satisfied are you with how you currently handle routine tasks?
3. Are you disciplined in paying your routine household bills?
4. Could you be more disciplined in managing your bills & other important responsibilities?
5. How important is prioritizing your responsibilities?
6. How satisfied are you with how you prioritise your responsibilities?
7. How important is a well-managed home environment to you?
8. How satisfied are you with your current home environment?
9. How important is dealing with home issues promptly to you?
10. Would your home life be easier if you had a better system in
11. place for managing your routine responsibilities?
12. How much do you worry about your routine responsibilities?
13. How much easier would your life be if you were more disciplined in managing your routine responsibilities around the home?

Notes: Write a few notes about how you could become more efficient in managing your routine responsibilities:

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## MAIN LIFE AREA 6: CONTRIBUTION & GIVING BACK TO SOCIETY

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important is contributing back to society & making a difference to you?
2. How satisfied are you with how much you currently give back to society?
3. You regularly make a positive impact in the lives of other people.
4. How satisfied are you with the amount of difference you make in the lives of others?
5. How important is leaving behind a meaningful legacy to you?
6. How happy are you with the current legacy that you would leave behind?
7. How much do you encourage and support those closest to you?
8. My time is mainly consumed focussing on myself and my immediate needs.
9. You get involved with, and support a social initiative that you genuinely believe in.
10. Those closest to you find immense value in you.
11. Your peers or co-workers find immense value in you.
12. Someday, your children will be really proud of the way in which you've lived your life.
13. I could make more effort in contributing back to society.

Notes: Write a few notes about how you could begin making a greater impact in your culture or society:

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## MAIN LIFE AREA 7: MENTAL, EMOTIONAL & SPIRITUAL HEALTH

Work through the questions & mark an answer from 1 – 10, with 1 being 'High' importance, and 10 being 'Low' importance.

1. How important is being mentally healthy (and strong) to you?
2. How mentally healthy (and strong) do you currently feel?
3. How important is being emotionally healthy (and strong) to you?
4. How emotionally healthy (and strong) do you currently feel?
5. Are you confident and secure in who you are as a person?
6. How fulfilled are you with the way in which you're currently living your life?
7. How content are you with the way in which you're currently living your life?
8. How important is being spiritually healthy (and strong) to you?
9. How emotionally spiritually (and strong) do you currently feel?
10. I regularly invest time into developing myself spiritually.
11. I am consistently competent at managing my emotions. I have good self-control.
12. My emotions will often manage me. I am undisciplined in self-control.
13. Negative and destructive emotions will often get the 'better' of me.

Notes: Write a few notes about how you can begin developing yourself mentally, emotionally and spiritually:

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## GENERAL LIFE-EVALUATION QUESTIONS

**Q1)** Summarize what your ideal life would be like.

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**Q2)** What are the main challenges (or difficulties) that you're facing in bringing your life back into balance?

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**Q3)** What areas of your life are working really well for you at the moment? (e.g.. Family, work, fitness etc)

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**Q4)** What immediate changes do you need to make your life to feel more calm and balanced?

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**Q5)** What words might other people use to describe you? (In relation to how calm and balanced you are)

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**End of Workbook Summary:**

I hope that this workbook has allowed you to get some clarity around what is important to you and what isn't. Hopefully, you've been able to identify the main areas of your life that are currently out of balance, and given some consideration to changes that you can start making today to address this imbalance.

**So, the question I leave you with is, which of your 7 main life areas are you going to bring back into balance first? Let me know your answer – let's talk!**

**Have you joined your new tribe yet? The Shift: Awakening Your Inner Fire is a group of women just like you, who are shifting their lives from barely living and negative, to alive, passionate, and in touch with their inner spirit. Find us at <https://www.facebook.com/groups/tranquilitysoulspa/>**