



**Activity Title:** BALANCE YOUR LIFE  
**Activity Type:** Individual  
**Duration:** One week or one month  
**Point Value:** 25 points maximum

### **Description**

The concept of a “balanced scorecard” comes from the corporate world. It was originally developed to measure the performance of the non-financial aspects of a business. It was a tool that provided a more “balanced” view of the company’s overall performance. WELL Street has applied the concept to personal health and wellbeing. The **Balanced Life Goals Scorecard** is a tool that helps people take a well-adjusted approach to life by establishing goals for the body, mind and spirit.

A “Body” goal centers on physical wellbeing. A “Mind” goal focuses on personal, professional and financial development. A “Spirit” goal encourages people to add meaning, quality and purpose to life, by including aspects of emotional, spiritual, social and community wellbeing. The goals should be “S.M.A.R.T.” – Specific, Measurable, Achievable, Relevant and Time-based, as detailed below.

- Specific - clearly states what is to be achieved, i.e. “I will walk a mile per day for one week.”
- Measurable - defines what “success” will look like, i.e. 7 straight days of walking one mile.
- Achievable - can be realistically accomplished, i.e. the ability to walk a mile for 7 straight days.
- Relevant - serves to improve one’s overall health and wellbeing, i.e. walking.
- Time-based - establishes the duration of the goal, i.e. walking a mile per day for one week.

WELL Street suggests that goals be established for one day or one week to start with. As people experience repeated success in achieving goals, the time period can be extended.

### **How It Works**

1. Determine the duration of the activity and establish incentives, if any, for points earned.
2. Share the *Description* and *Resources* with employees.
3. Distribute the **Balanced Life Goals Scorecard** and post the **Group Scoreboard** in a high traffic area.
4. Communicate before and during the activity, using the resources, health information and quotes provided. Emails, social media postings, posters and communication from management can be effective in promoting participation.
5. Encourage people to set short-term goals – goals that can be completed within one week to one month.
6. Participants post 25 points on the **Group Scoreboard** when they achieve all three of their Balanced Life goals. Goal achievement is highly personal and is based on the honor system. No proof should be required. An option is to allow new goals to be established each week and award 25 points every week.



### **How It Works continued**

7. At the end of the activity, award points and incentives earned.
8. Invite employees to complete the **Activity Survey** and share what they learned or experienced in writing. If it is appropriate, invite individuals to share their positive experiences with others.

### **Wellness Benefits**

- Goals add meaning and purpose to life.
- Goals provide focus, direction and motivation to achieve.
- Goals help people to organize, prioritize and manage their time and resources.
- Goals help you track and measure progress.
- Increased motivation and achievement leads to higher levels of satisfaction, happiness and self-confidence.
- Balanced life goals of “body, mind and spirit” address the needs of the whole person and encourage health and vitality.

### **Measureable Outcomes**

- What percentage of employees participated in the activity?
- What percentage of employees reported that they were successful in achieving their initial balanced life goals?
- Were positive experiences reported on the **Activity Survey**?
- Did people report that they wanted to do the activity again?

### **Resources**

American Holistic Health Association (ahha.org)

Booklet: “Wellness From Within: The First Step”

Link: <http://ahha.org/ahhastep.htm>

Daily Bites Blog (dailybitesblog.com)

“Wellness Goals for 2012”

Link: <http://www.dailybitesblog.com/2012/01/03/wellness-goals-for-2012/>

Fitday.com

“10 Tips to Help You Achieve Your New Year’s Health Goals”

Link: <http://www.fitday.com/fitness-articles/nutrition/10-tips-to-help-you-achieve-your-new-years-health-goals.html#b>

Growing With Truth (growingwithtruth.com)

“How to Balance Mind, Body, and Soul Through Self Love”

Link: <http://growingwithtruth.com/blog/57/how-to-balance-mind-body-and-soul-through-self-love/>

The Happy Manager (the-happy-manager.com)

“8 Benefits of Goal Setting”

Link: <http://www.the-happy-manager.com/tips/benefits-of-goal-setting/>

Mayo Clinic (mayoclinic.com)

“Work-life Balance: Tips to Reclaim Control”

Link: <http://www.mayoclinic.com/health/work-life-balance/WL00056>



## **Resources continued**

Mercola.com

“Goal Setting as a Way to Achieve Optimal Wellness”

Link: [http://www.mercola.com/forms/diet\\_goals.htm](http://www.mercola.com/forms/diet_goals.htm)

Military.com

“Standard Method of Achieving Fitness Goals”

Link: <http://www.military.com/military-fitness/health/standard-method-of-achieving-fitness-goals>

Mind Body Green (mindbodygreen.com)

“15 Simple Tips to Balance Your Mind, Body & Soul”

Link: <http://www.mindbodygreen.com/0-5411/15-Simple-Tips-to-Balance-Your-Mind-Body-Soul.html>

Mind Tools (mindtools.com)

“Eight Common Goal Setting Mistakes”

Link: <http://www.mindtools.com/pages/article/goal-setting-mistakes.htm>

“Personal Goal Setting”

Link: <http://www.mindtools.com/page6.html>

Personal Development Coach (personal-development-coach.net)

“The Balance of Body, Mind and Soul”

Link: <http://www.personal-development-coach.net/body-mind-and-soul.html>

PsychCentral.com

“5 Tips for Healthy Goal Setting”

Link: <http://psychcentral.com/blog/archives/2013/03/03/5-tips-for-healthy-goal-setting/>

The Psychology of Wellbeing (psychologyofwellbeing.com)

“Dissecting the Spirit in Body, Mind, Spirit”

Link: <http://psychologyofwellbeing.com/201106/dissecting-the-spirit-in-body-mind-spirit.html>

Science 2.0 (science20.com)

“Wellness: a Balance of Mind, Body, Spirit in Peaceful Vitality”

Link: [http://www.science20.com/spiritlinks/blog/wellness\\_balance\\_mind\\_body\\_spirit\\_peaceful\\_vitality](http://www.science20.com/spiritlinks/blog/wellness_balance_mind_body_spirit_peaceful_vitality)

SparkPeople.com

“Do’s and Don’ts of Goal Setting”

Link: [http://www.sparkpeople.com/resource/motivation\\_articles.asp?id=124](http://www.sparkpeople.com/resource/motivation_articles.asp?id=124)

WebMD (webmd.com)

“5 Tips for Better Work-Life Balance”

Link: <http://www.webmd.com/balance/guide/5-strategies-for-life-balance>

wikiHow.com

“How to Have a Balanced Lifestyle”

Link: <http://www.wikihow.com/Have-a-Balanced-Lifestyle>

Yahoo! Voices (voices.yahoo.com)

“Achieving Health Goals and Being Healthy”

Link: <http://voices.yahoo.com/achieving-health-goals-being-healthy-7825664.html?cat=5>



### **Additional Ideas**

- Invite a health or wellness coach to talk about work/life balance and goal setting.
- Conduct a goal setting session to explain the S.M.A.R.T. goal setting process.
- Invite people to share goals that they achieve.
- Invite people to form goal setting teams around shared interest areas, e.g. weight management, exercise, reading, coupon savings, reflection, yoga, etc.
- Encourage family members to participate.
- Video tape the one-day challenges.
- Plan events during the activity that raise awareness of health and wellbeing - body, mind and spirit.
- Provide attractive posters throughout the workplace that reinforce work/life balance.

### **One-Day Challenges**

- “Body Challenge” – challenge the workforce to a physical wellbeing activity, i.e. walk a mile.
- “Mind Challenge” – challenge the workforce to a mental wellbeing activity, i.e. practice worksite emergency procedures.
- “Spirit Challenge” – challenge the workforce to a community wellbeing activity, i.e. spend an hour in community service.

### **Quotes**

1. *“Nobody can go back and start a new beginning, but anyone can start today and make a new ending.”* – Maria Robinson, American author
2. *“In all my years of counseling those near death, I’ve yet to hear anyone say they wish they had spent more time at the office.”* – Rabbi Kushner, Prominent American rabbi and a popular author
3. *“Women need real moments of solitude and self-reflection to balance out how much of ourselves we give away.”* – Barbara de Angelis, American relationship consultant, author and TV personality
4. *“Women in particular need to keep an eye on their physical and mental health, because if we’re scurrying to and from appointments and errands, we don’t have a lot of time to take care of ourselves. We need to do a better job of putting ourselves higher on our own ‘to-do’ list.”* – Michelle Obama
5. *“For fast-acting relief, try slowing down.”* – Lily Tomlin, American actress and comedian
6. *“If you neglect to recharge a battery, it dies. And if you run full-speed ahead without stopping for water, you lose momentum to finish the race.”* – Oprah Winfrey
7. *“So often we are depressed by what remains to be done and forget to be thankful for all that has been done.”* – Marian Wright Edelman, American activist for the rights of children
8. *“Never work just for money or for power. They won’t save your soul or help you sleep at night.”* – Marian Wright Edelman, American activist for the rights of children
9. *“Balance is not better time management, but better boundary management. Balance means making choices and enjoying those choices.”* – Betsy Jacobson



### **Quotes continued**

10. *"Work, love and play are the great balance wheels of man's being."* – Orison Swett Marden, American spiritual author (1850-1924)
11. *"We have overstretched our personal boundaries and forgotten that true happiness comes from living an authentic life fueled with a sense of purpose and balance."* - Dr. Kathleen Hall, Stress expert
12. *"You will never find time for anything. If you want time you must make it."* – Charles Buxton, English brewer, philanthropist, writer and member of Parliament (1823-1871)
13. *"I believe that being successful means having a balance of success stories across the many areas of your life. You can't truly be considered successful in your business life if your home life is in shambles."* – Zig Ziglar, American motivational speaker and author (1926-2012)
14. *"Happiness is not a matter of intensity but of balance, order, rhythm and harmony."* – Thomas Merton, Trappist monk, author and social activist (1915-1968)
15. *"Just as your car runs more smoothly and requires less energy to go faster and farther when the wheels are in perfect alignment, you perform better when your thoughts, feelings, emotions, goals, and values are in balance."* – Brian Tracy, Motivational speaker and author
16. *"The best and safest thing is to keep a balance in your life, acknowledge the great powers around us and in us. If you can do that, and live that way, you are really a wise man."* – Euripides, Ancient Greek playwright (480-406 BC)
17. *"If you're interested in 'balancing' work and pleasure, stop trying to balance them. Instead make your work more pleasurable."* – Donald Trump, American business magnate and TV personality (1946- \_
18. *"When you concentrate your energy purposely on the future possibility that you aspire to realize, your energy is passed on to it and makes it attracted to you with a force stronger than the one you directed towards it."* – Stephen Richards, British self-help author, *Think Your way to Success: Let Your Dreams Run Free*
19. *"When you connect to the silence within you, that is when you can make sense of the disturbance going on around you."* – Stephen Richards, British self-help author, *Think Your way to Success: Let Your Dreams Run Free*
20. *"There are three types of people in this world. Firstly, there are people who make things happen. Then there are people who watch things happen. Lastly, there are people who ask, what happened? Which do you want to be?"* – Steve Backley, *The Champion in all of Us: 12 Rules for Success*
21. *"Mix with positive-minded people as a means to tap into your unexploited potential."* – Steve Backley, *The Champion in all of Us: 12 Rules for Success*
22. *"The challenge for you is to decide not what is important, but what is most important and then focus your attention on that."* – Steve Backley, Former world record holder for javelin throwing, author of: *The Champion in all of Us: 12 Rules for Success*
23. *"Begin to see yourself as a soul with a body rather than a body with a soul."* – Wayne Dyer, Self-help author and motivational speaker
24. *"If a man is to live, he must be all alive, body, soul, mind, heart, spirit."* – Thomas Merton, Trappist monk, author and social activist (1915-1968)



### **Quotes continued**

25. *"If you nurture your mind, body, and spirit, your time will expand. You will gain a new perspective that will allow you to accomplish much more."* – Brian Koslow, Self-help author
26. *"Games lubricate the body and the mind."* – Benjamin Franklin, A Founding Father of the U.S., author, inventor and politician (1706-1790)
27. *"You don't have a soul. You are a Soul. You have a body."* – C.S. Lewis, British author of *The Chronicles of Narnia* (1898-1963)
28. *"Humor is a whisper from the soul, imploring mind and body to relax, let go and be at peace again."* – Author unknown
29. *"The secret of health for both mind and body is not to mourn for the past, not to worry about the future, not to anticipate the future, but to live the present moment wisely and earnestly."* – Buddha
30. *"Years wrinkle the skin, but to give up enthusiasm wrinkles the soul."* – Douglas MacArthur, Prominent American general during World War II (1880-1964)
31. *"A time for everything: A time to relax and a time to be busy, a time to frolic and a time to labor, a time to receive and a time to give, a time to begin and a time to finish."* – Jonathan Lockwood Huie, Known as "The Philosopher of Happiness" and author of books on happiness
32. *"The Gift of Balance in Your Life - May you find the balance of life, time for work but also time for play. Too much of one thing ends up creating stress that no one needs in their life."* – Catherine Pulsifer, Canadian author of self-help books
33. *"I have so much admiration for women who are mothers, who balance family and work."* – Beyonce, Popular American singer and actress
34. *"Don't confuse having a career with having a life."* – Hillary Clinton
35. *"It is not work that kills men; it is worry. Worry is rust upon the blade."* – Henry Ward Beecher, American clergyman and social reformer (1813-1887)
36. *"Find your balance and stand with it. Find your song and sing it out. Find your cadence and let it appear like a dance. Find the questions that only you know how to ask and the answers that you are content to not know."* – Mary Anne Radmacher, Artist and author
37. *"Balance activity with serenity, wealth and simplicity, persistence with innovation, community with solitude, familiarity with adventure, constancy with change, leading with following."* – Jonathan Lockwood Huie, Known as "The Philosopher of Happiness" and author of books on happiness
38. *"No matter how busy you are, or how busy you think you are, the work will always be there tomorrow, but your friends might not be."* – Anonymous
39. *"It's a paradox. How does one balance living in the now with preparing responsibly for the future? The key to this dilemma lies in the distinction between "worrying about the future" and "preparing for the future." The two concepts are not at all the same."* – Johnathan Lockwood Huie, Known as "The Philosopher of Happiness" and author of books on happiness



## Goal Setting Information

### American Kidney Fund

#### "Living Healthy: Make Your Health Goals "SMART"

Link: <http://www.kidneyfund.org/pair-up/learn/live-healthy/living-healthy-make-your-health-goals-smart.html>

### ***Living Healthy: Make Your Health Goals "SMART"***

*A healthy lifestyle is one of the best ways to protect yourself and the people you love against kidney disease. It's the first line of defense against diabetes and high blood pressure, the two leading causes of kidney disease.*

*Living healthy is easier if you set goals. Spring into action with some healthy new goals! Start by thinking about what you would like to achieve. Then, help ensure your success by making your goals **SMART**.*

*SMART stands for **specific, measurable, attainable, realistic** and **time-based**. Follow along with the information below as you set your SMART goals:*

#### **Specific**

*What you want to achieve and how you'll do it*

##### **Examples:**

*Not specific: To exercise*

*Specific: To get in shape by walking*

*Ask yourself: What do I want to accomplish? How will I do it?*

#### **Measurable**

*How you'll know when you've reached your goal*

##### **Examples:**

*Not measurable: To walk often*

*Measurable: To walk for 30 minutes, 5 times a week*

*Ask yourself: How much? How often?*

#### **Attainable**

*That your goal is possible*

##### **Examples:**

*Not attainable: To walk 5 miles in 30 minutes*

*Attainable: To walk 1-½ miles in 30 minutes*

*Ask yourself: Can I do this?*

#### **Realistic**

*That your goal is appropriate for you*

**Examples:** *Not realistic: To walk for 2 hours every day Realistic: To walk for 30 minutes every day*





Ask yourself: *Am I willing to work towards this goal? Do I have the skills and resources I need?*

### **Goal Setting Information continued**

#### ***Time-Based***

*When you plan to reach a goal*

#### ***Examples:***

*Not time-based: To walk 5 times a week until I feel fit*

*Time-based: To walk for 30 minutes, 5 times a week for a month*

Ask yourself: *When will I achieve this?*

#### ***Other Examples***

- *A good goal: To eat healthier*  
*A SMART goal: I will eat at least two servings of fruit every day for the next month.*
- *A good goal: To get more sleep*  
*A SMART goal: I will go to bed by 10:30 pm every weeknight for the next two weeks.*
- *A good goal: To drink more water*  
*A SMART goal: I will have water with lunch, instead of my usual soda, every day this week.*
- *A good goal: To work out*  
*A SMART goal: I will go to the gym at least three times a week for the next month. Each time, I will do at least 30 minutes on the elliptical or treadmill.*

#### ***Goal-Setting Tips:***

- ***Pair Up!*** *Encourage a friend to set healthy goals, too. Check in with each other to help stay motivated.*
- ***Write it down.*** *Write your goal down and post it someplace you look often, like your bathroom mirror or refrigerator door.*
- ***Reward yourself.*** *Treat yourself for a job well done. A little reward for progress can go a long way toward helping you achieve your goals.*

#### ***5 Reasons to Set SMART Goals***

1. *They help you focus*
2. *They help you stay motivated*
3. *They help you manage your time*
4. *They help you track your progress*
5. *You are more likely to achieve them*





# Balanced Life Goals

## S. M. A. R. T. Goal Setting

- Specific:** State clearly what is to be achieved.
- Measurable:** Indicate how you will know when the goal is achieved.
- Achievable:** Make it realistic.
- Relevant:** It should contribute to your health and wellbeing.
- Time-based:** Designate a time frame for achieving the goal.

### GOAL #1 - BODY

<b>S</b>		
<b>M</b>		
<b>A</b>		
<b>R</b>		<b>Date Completed</b>
<b>T</b>		

### GOAL #2 - MIND

<b>S</b>		
<b>M</b>		
<b>A</b>		
<b>R</b>		<b>Date Completed</b>
<b>T</b>		

### GOAL #3 - SPIRIT

<b>S</b>		
<b>M</b>		
<b>A</b>		
<b>R</b>		<b>Date Completed</b>
<b>T</b>		

Group: \_\_\_\_\_  
 Month/Year: \_\_\_\_ / \_\_\_\_

# BALANCE YOUR LIFE

Group  
Scoreboard

#	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
1																																		
2																																		
3																																		
4																																		
5																																		
6																																		
7																																		
8																																		
9																																		
10																																		
11																																		
12																																		
13																																		
14																																		
15																																		
16																																		
17																																		
18																																		
19																																		
20																																		
21																																		
22																																		
23																																		
24																																		
25																																		

Totals

***Post 25 Points After Completing All 3 Life Goals.***



## ACTIVITY SURVEY

Activity Name: \_\_\_\_\_

Final Day of Activity (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please rate the statements below by circling the number that best represents your experience.

- 1 – Strongly Disagree
- 2 – Disagree
- 3 – Neither Agree nor Disagree
- 4 – Agree
- 5 – Strongly Agree

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 1. | I enjoyed participating in this activity.                                      | 1 | 2 | 3 | 4 | 5 |
| 2. | The activity increased my happiness.   | 1 | 2 | 3 | 4 | 5 |
| 3. | The activity improved my health.   | 1 | 2 | 3 | 4 | 5 |
| 4. | The activity improved my energy level.   | 1 | 2 | 3 | 4 | 5 |
| 5. | The activity reduced my stress level.  | 1 | 2 | 3 | 4 | 5 |
| 6. | I learned something valuable about my health and wellbeing from this activity. | 1 | 2 | 3 | 4 | 5 |
| 7. | I plan to make personal lifestyle changes because of this activity.            | 1 | 2 | 3 | 4 | 5 |
| 8. | I would like to do this activity again.  | 1 | 2 | 3 | 4 | 5 |
| 9. | The activity improved morale in the workplace.                                 | 1 | 2 | 3 | 4 | 5 |

***Please use the back of this page to add comments about your experience.***