

Juggling Life & Work

I'm a master juggler. I've been doing it all my life. -- life and work, that is, not the real thing. I work as a coach, speaker, workshop leader, professional musician, and sometimes even a cancer patient advocate (whew!) I juggle clients, projects, and development and practice of my crafts.

How about you? What are you juggling? I'd guess work tasks, family matters, volunteer work, personal time, friends, hobbies, exercise and vacations (at least I hope so).

How do you juggle successfully? Let's explore this three-step model: Shift your Perspective, Know Yourself, and Expand your Juggling Capacity.

Shift Your Perspective

Think back to the last time you watched a great juggler. What did you notice? They appear busy but also relaxed and in control and concentrating fully. Most importantly, they are having a lot of fun!

Can you shift your perspective to *Life is full of great stuff!* and *Look at all I've accomplished!*

Know Yourself

Are you juggling the right things? Focus on your values and strengths instead of negative self-talk. What do you want more of in your life?

After my mother's diagnosis with multiple myeloma, my priorities shifted. Number one was helping Mom get good treatment and spending time with her. I hired a coach to get more balance in my life and to find work that would make more of a lasting impact. I got bitten by the coaching bug and became a certified business and personal coach.

Are the things you value represented in the things you are juggling?

Expand Your Juggling Capacity

Once you are sure you have the important things in your juggling mix, here are some ways to expand juggling capacity:

Evaluate your juggling performance by observing yourself in action. What is working well now? What needs to change?

Plan & Choose. Set a regular time at the beginning or end of each day, or at least once a week, to plan and choose the things you want to accomplish.

Refresh & Restore. You are your primary asset. So what does it take to keep you at your best? How much sleep do you need? What kind of food energizes you? What kind of break from work restores and refreshes you? Get more of what you need.

Get Help. Delegate, outsource, and collaborate.

Eliminate and Say No! How do you know when to toss a ball out or stop the performance? Evaluate current activities. Ask, if I knew **then** what I know about this activity **now**, would I have undertaken it? If the answer is no, create a plan to **quit**.

Always say "Let me get back to you," when you are asked to do something new so that you have the chance to evaluate the request in the light of everything else that is scheduled.

Juggling is a learned skill so use these steps to develop juggling mastery. Life is a struggle if you can't juggle!

This article was written by Debra Exner, CPCC, PCC, Coach, Workshop Leader, Speaker and Musician (she juggles a lot!). For more information she can be reached at coach@exnerassociates.com or 602-298-1129 or www.exnerassociates.com.

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