Creating Personal Balance in an Unbalanced World

City Clerks
New Law & Elections Seminar

December 17, 2020
Welcome to the session!

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POLLING QUESTION

What would you say your current level of personal balance is?
POLLING

QUESTION

How frequently do I compromise my self-care/self-love for other people and/or other things?
Why Talk About This?

- There are unprecedented demands on us these days as the chaos in our world continues
- Caring for ourselves seems to move to (or stay at) the end of the “to-do list”
- We need to understand what personal balance means for each of us
- Critical to learn to shift our way of being to create greater personal balance - for ourselves, our families and those we serve (agency and community)
What We Will Cover

- What is personal balance?
- Personal energy & impacts to our personal balance
- Mind-Body-Spirit balance
- Tool to help – balance wheel
- Personal motivation & personal power
- The value of my time and my “YES”
- Tips & resources & Q&A
What is Personal Balance?

- Personal Balance is a Capital Investment in yourself.
- It is the right combination of being – feeling – thinking – doing, for you to be at your natural best.
Personal Balance

Means being aware of:

- What kind of energy you have and are sharing with others
- Your energy levels and what impacts them (both positively and negatively)
- Your thoughts and feelings and how they influence and affect your energy
- That which is important to you (your values)
- How you spend your time and energy
- Are you acting in a congruent way? Are your choices and actions aligned with your values and intentions?
What Do You Think?

1. How do you define personal balance for yourself?

2. What does personal balance look like for you?

3. What does personal balance feel like for you?
Personal Energy

Human body has five layers of energy that are all connected and radiate energy signals:

1. Physical (physical self)
2. Etheric (blueprint of the physical)
3. Emotional (feelings, fears)
4. Mental (thoughts, personal truths)
5. Spiritual (consciousness, higher awareness)
Effects of Energy & Balance

Being “in-balance”:

- Allows us to be more fully present
- Allows us to be at ‘ease’ with all of who we are
- Supports us in being inspired and to inspire, to model, to lead
- Creates the opportunity for us to strengthen our ability to support others, including our elected officials and agency leadership
- Raises our energy level so we can be more effective
Effects of Energy & Balance

Being “out of-balance”:

- When energy centers are blocked, physical and emotional symptoms surface
- Our thoughts and feelings effect our energy, aura, chakras
- Our energy then affects those around us
- Blocks us from being fully present
- Causes “Dis-ease” which is the result of stress and how we react to it
Human Aura - Bioenergy

Before meditation  After meditation
POLLING QUESTION

In your routine(s) of self-care, which aspect do you spend the most time and energy on?
Balancing Mind-Body-Spirit
The Mind

• Allows us to focus our energy
• Has an affect on our body and spirit
• Includes our:
  • Thoughts
  • Beliefs
  • Emotions
  • Feelings
The Effects of Our Thoughts and Emotions on Our Energy
The Body

• Our “shell” or “vessel”
• Is affected by the balance level of our mind
• Includes:
  • Physical health
  • Exercise
  • Nutrition
The Spirit

- Our connection to the universe/higher power
- Our consciousness
- Connection to one another
- Connection to oneself
- Source of your personal power
- Rituals, norms, traditions
The Connection of the Mind-Body-Spirit
POLLING QUESTION

On a scale of 1 – 10 (10 being “ALL” and 1 being “NOTHING”), what is your commitment level – right now – to obtaining or maintaining your personal balance?
Resource Tool to Help With Personal Balance

The Balance Wheel
Six Steps to Balance Wheel

1. Define what each area means for you as specifically as possible.
2. Plot level of attention you are giving each area then connect the dots.
3. Using different color, plot the ideal level of attention for each area to achieve greater balance, then connect the dots.
4. Identify the gaps for each area and highlight them with a third color. These are the areas that call for your attention.
5. Take action – begin with a plan. Focus on the largest gaps first. Go slow.
Balance Wheel Examples

Step 1: Define what each of these areas means for you as specifically as possible.

Step 2: Draw the level of attention you’re currently giving each area, then connect the dots.

Step 3: Using a different color, think about the ideal level of attention you’d like to give each area (generally speaking). Plot each area then connect the dots.

Step 4: Identify the gaps and highlight those areas with a third color. These are the areas that need your attention.

Step 5: Take action. Begin with a plan. Focus on the areas with the largest gaps first. This includes identifying things you will start doing - stop doing - do differently - all with the intention of moving towards greater balance.


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Letter of Commitment and Support to My Personal Balance

Dear __________, Date: __________

I make this commitment to my personal balance plan even though at times it may seem difficult. This includes:

________________________________________

I will give myself at least 90-days on this plan because I realize that I deserve to live a healthier and more balanced lifestyle and I recognize it takes time to develop habits that support that lifestyle.

I will NOT beat myself up if I have a moment of weakness. I will just continue the plan as is and keep moving forward.

I promise myself that I will never see myself as a failure because there is no such thing as failure, just feedback. I choose to pay attention to the moments and times when I don’t feel like following my plan and find ways to overcome them.

I will not give up on my pursuit of a more balanced life without discussing this with at least one other person if I get discouraged.

I will make sure that I follow through with what I say I’m going to do because I am a powerful person who takes action, and I am my word. I will call on my personal power to help me do what it takes for me to be at my natural best.

I promise myself to remember why I’m doing this plan, especially when I’m tempted to quit because it seems “too hard”. I will also take control of my thoughts so that my emotions won’t dictate my actions.

If I do not make the changes needed to create the personal balance I am seeking, I stand to lose:

________________________________________

If I do make the changes needed to create the personal balance I am seeking, I stand to gain:

________________________________________

In love and respect,

(Signature)
Motivation must be self-generated. Comes from a host of sources:

- Life-altering experience
- Burn-out
- Fear
- Living a more congruent life
- Observing opposing balances
- Possibilities of the future
Understanding the Value of Time

We all know the excuses/justifications:

• “There’s just not enough time in the day”
• “I can’t find the time”
• “Time just ran out”
• “There’s too much work to do, I don’t have time to focus on myself”
• “I’ll get to it tomorrow”
It is NOT the amount of time that is the problem, it is how we CHOOSE to use it that is the problem.
POLLING QUESTION

Have you ever said **YES** when you would rather have said **NO**?
The Value of My YES

• What prompts me to say **YES** and mean it?
• What prompts me to say **NO** and mean it?
• When I say **YES** and don’t mean it, what prevents me from saying **NO**?
• What reasons, excuses and justifications do I make to myself for not saying **NO**?
Suggestions & Resources
Finding Some Zen in Uncertainty

- Tune out unproductive worrying
- Be in the now – allow yourself to be fully present
- Set a routine
- Focus on what you are grateful for
- Don’t deny what you are feeling
- Laugh
- Find joy
- Accept what you cannot control
- Limit your information intake
- Delete the App that sucks your time and energy
Work With Your Stress Not Against It

- Turn the worry to excitement
- Take some action
- Find what’s right – recast stress to gratitude
- Get a good night sleep
- Redefine relaxation to what works for you
- Reimagine your story
- Perform random acts of kindness – better if they are anonymous
- Balance with support
Balance With Support Example

#hbsbitchisleftbehind 12 Days of Christmas Self Care

Starting December 14th pick one of items on the list below each day as a part of Holiday Self Care

- Soak in a soothing hot bubble bath
- Write Yourself A Letter Of Encouragement
- Create a Christmas Music playlist of all your favorite Christmas songs
- Take a Nap
- Make your own facial mask
- Adopt a bedtime ritual for better sleep
- Watch your favorite Christmas movie in your most comfy pajamas while enjoying a bowl of popcorn
- Take a drive or walk to enjoy Christmas lights in your neighborhood
- Complete that task you’ve been putting off
- Celebrate and treat yourself
- Go Outside And Exercise
- Curl up and read a good book
Connecting With & Caring For Our Physical Being

- Enhance your sleep by setting an earlier bedtime and reducing alcohol use. Create bedtime rituals.
- Engage in cardiovascular activity at least 3 times/week and strength training at least 1 time/week.
- Meal plan/prep - eat small meals and light snacks every 3 hours.
- Find out what foods and holistic nutrition work for your body.
- Learn to notice signs of energy fluctuations.
- Take brief but regular breaks away from your desk and/or computer.
Relaxation Suggestions

- Find or create your happy place – and go there
- Allow yourself to be vulnerable
- Heal your mind with water
- Spend 5 minutes a day in total silence
- Be conscious of and control your breathing
- Meditation
Resources

• Deepak Chopra: *Human Energy Human Power*.  
  [https://www.youtube.com/watch?v=5k5BtHqAOvs](https://www.youtube.com/watch?v=5k5BtHqAOvs)

• Wayne Dyer: *Power of the Thoughts*.  
  [https://www.youtube.com/watch?v=0JHVVyPcRmg](https://www.youtube.com/watch?v=0JHVVyPcRmg)

• 5 Energy Bodies and Your Meditation Practice. [https://msi-healing.com](https://msi-healing.com)


• Real Simple. *Mental Well-Being*. 2020 Meredith Corp.

• Balance Wheel

• Letter of Commitment & Support to my Personal Balance
Resources

• Harvard Health Publishing. Staying Healthy
  https://www.health.harvard.edu/topics/staying-healthy

• Harvard Health Publishing. Exercise & Fitness
  https://www.health.harvard.edu/topics/exercise-and-fitness

  https://www.health.harvard.edu/heart-health/why-you-should-move-even-just-a-little-throughout-the-day

• Meet Lauren Bruzzone – Inspiring Video – Workout at the age of 70 Years
  https://www.youtube.com/watch?v=8PfE1htrXKs
Questions & Comments
The Flow of
Being – Feeling - Understanding – Action
Thank you for today!

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Step 5 - Take action. Begin with a plan. Focus on the areas with the largest gaps first. This includes identifying things you will start doing - stop doing - do differently - all with the intention of moving towards greater balance.
Step 6 - Visit weekly. Celebrate successes. Hold yourself accountable. Look at reasons/excuses/justifications and work through them.
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