



MENTOR•HER

# BALANCING YOUR PERSONAL LIFE

SMALL STEPS TO KEEP YOU  
GROUNDED

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PUBLISHED ON  
WEEK FOUR

FOR

SELF-DEVELOPMENT

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# INTRODUCTION

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Welcome to the fourth week of the Mentor Her program. We hope you're enjoying the program so far. From dream and goal setting to finding the right motivation, this week we're covering ways to balance your personal life so that you're ready for next week's workbook on how to reach your professional goals.

Life can be very stressful, not even taking into account that you have a career or dream you want to pursue. Whether you're a mother looking after kids or running a household and having to do the daily tasks of cleaning dishes, putting on a wash or making the bed, giving time to your social life and taking the time for a bit of "you" time to make sure you don't burn out- it can all get a bit overwhelming.

That's why we believe that the best way to manage yourself and your hectic routine is to change small pieces of time during your day into having more positive affects. These moments are small opportunities for you to check in on yourself, to practice gratefulness, to meditate, and to feel better about who you are and what you're doing as you achieve those long term dream goals from Week Two.

As part of this workbook, we want to suggest three ways that you can manage your personal life to make life easier for you.

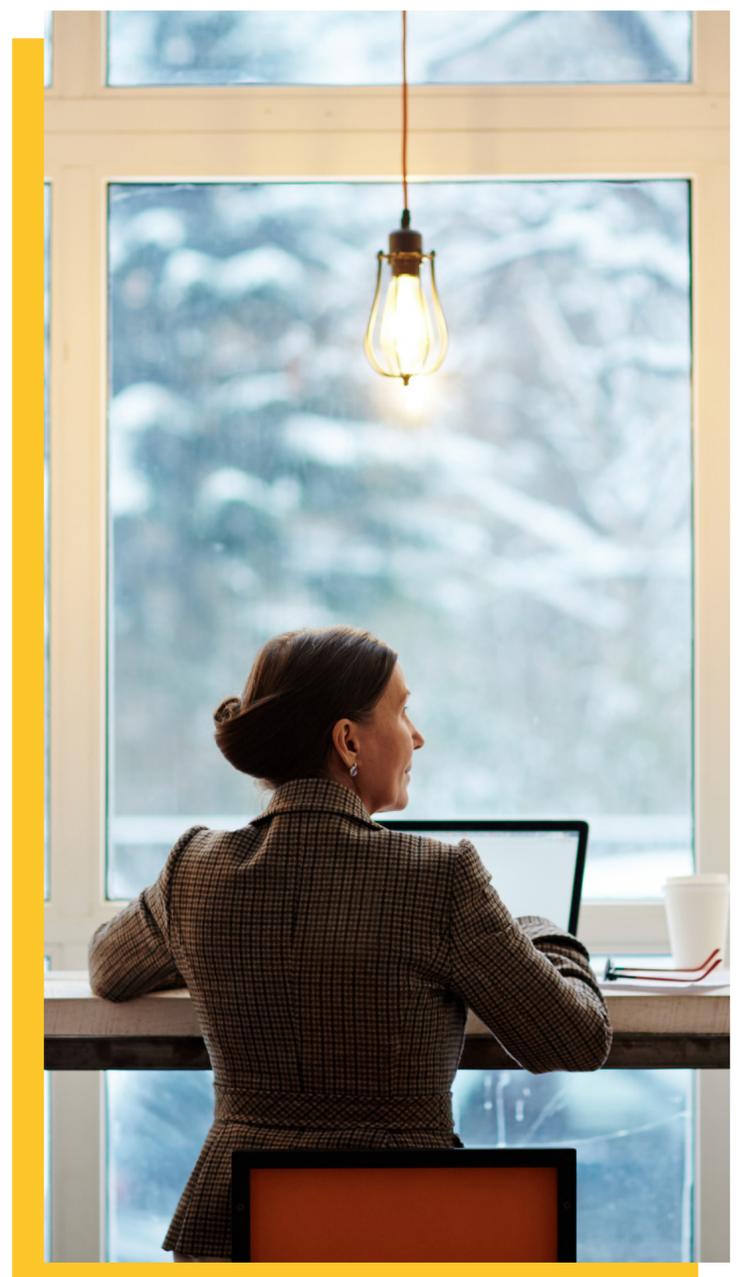
These include:

Giving yourself small rituals everyday to change your outlook and focus your mindset on growth.

Assigning themes each day of the week so you can focus on achieving one main goal a day rather than getting overwhelmed and trying to do everything in the span of 24 hours.

And changing your negative habits to positive ones that might help improve your day in a small way.

We hope by the end of practising these three steps, you'll have a more manageable personal life that can prop up and propel your professional life so that you can achieve all your long term goals!



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# SMALL RITUALS

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Across the chaos of the day-to-day, we first want to let you know that you're doing a great job, even if it doesn't feel like it! If you're keeping yourself going (and keeping little ones thriving), then you've already achieved so much by the end of the week.

Finding time in your busy schedule is something we all feel that we can never do: "I'm just too busy for that" is a prevailing thought when you hear life gurus tell you to meditate daily or a read book.

Finding time for a tiny ritual is more achievable than you might think! Making a small ritual part of our daily routine is a way to make sure you're never skipping on ensuring that you feel good about who you are and what you're doing. Identify something that you do on a daily basis, that makes you have to pause or wait, in a time that you usually just drift into thoughtlessness or worry about the things you have to do. By putting this time aside to do something that re-affirms your beliefs for the day, it can set you up to have a far more positive week. Check the list below and then see the next page for things we recommend doing as part of your daily ritual to make life feel more manageable.

## FIRST, FIND TIME:



**JUST BEFORE  
YOU SHOWER**



**WAITING FOR THE  
KETTLE TO BOIL**



**PICKING UP  
THE KIDS**



**WAITING FOR  
THE ZOOM TO  
START**



**SITTING IN  
TRAFFIC**



**WAITING FOR  
YOUR LUNCH**



**ON THE LOO**



**QUEUING IN THE  
SHOP**



**WAITING  
FOR SOMETHING  
TO LOAD**

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# SMALL RITUALS

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Once you find a little chunk of time, identify something that you want to achieve or do for yourself every day. Do you want to reflect on how much you have achieved and are achieving? Do you want to feel kinder towards your partner, or strangers that might be delaying things unnecessarily? Do you want to focus on your goals for the day or week? Do you want to fantasize about that big dream goal and imagine how it will feel when you achieve it? Give yourself this little chunk of your time to check in with yourself:



## BE GRATEFUL

If you want to feel more grateful about the feats you have achieved, consider reflecting on all the things you have done. Think about where you were this time last year, or this time last month: what have you achieved? What did you plan for yourself last year? What positive things do people say about you when you're not there? How have you had a positive impact on the people around you in the last week or month?



## SET A GOAL

If you find yourself constantly worrying about the next thing to do and the people who are relying on you to get things done- then planning out your next step for the day can be easily done in this time.

Consider your plan from Week Two, what tiny steps can you take today to get your big goal ready for the next step? If you take the time to really envision the absolute next step you can do after your coffee or after your shower, you can motivate yourself- once you get this goal out of the way, the next will follow.



## BE MORE POSITIVE

If you find yourself weighed down in the negativity of everyday life, reflect on what is good about your life. Think about three things that you are excited about. What are three things that make you smile today? What will be the three best things about this week?

By listing things into threes, it gives you structure on your thoughts. Three isn't a big number and it should not take too long to come up with, which is perfect if you're trying to squeeze things in!



## DAYDREAM

If you're a daydreamer, there's nothing wrong with that! Sometimes daydreamers tend to run off thinking about things that are purely illogical- like everyone in the shops bursting into song, or turning to a terrible worst-case scenario like a car crash. If you tend to daydream, try and make your thoughts revolve around your big dream goal rather than something that's got nothing to do with your journey. Stay focused, and you will achieve!

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# DAILY THEMES

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We all know we should eat healthier and exercise more. This isn't a workbook about making you feel worse about yourself by telling you you need to do more. We *all* need to do more but sometimes it just can't happen- whether you're just too busy or your mood/physical health just doesn't allow it. Oftentimes you wake up in the morning and you put so much pressure on your day to get everything done. But if you really looked at it, you'd probably see that even if you were superwoman you're not going to get all the things done in one day. Instead, try giving every day in your week a theme to get things done- that way you can compartmentalize all the things you have to do and make it easier to achieve your weekly goals on daily basis.



## MONDAY: PLANNING

Mondays are a great day for planning the week ahead, organising your calendar and checking in with the first couple of emails that come through to see your biggest priorities for the week whether that's personal or professional.



## TUESDAY: LIFESTYLE

After the stress of Mondays, Tuesdays are a great day to figure out where you land in your personal lifestyle this week. Take some time to look after yourself this day by cooking a homemade meal, having a swim or doing some yoga in the afternoon.



## WEDNESDAY: CHECK-IN

Hump day is the worst day of the week for some people, and sometimes it can feel like the world is against you. This is a good day to check in with your loved ones, make some scheduled calls with your relatives or friends. This can also give you the opportunity to relieve some of your own stress by talking it out with someone who loves you.



## THURSDAY: HAVE A YOU MOMENT

This is a good day to have a you moment. If your morning is free, consider getting your hair or nails done, do something that you love like reading a book, watching a movie or having a lunch that you've been craving. Treat yourself!



## FRIDAY: RE-ORIENTATE

As the working week comes to an end, Friday is a great day to re-align yourself with all that you have achieved during the week. Look at the things you have and have not achieved and make a checklist for Monday to get back to work (and take the weekend off)!



## SATURDAY: SIDE-HUSTLE

Saturdays are a great day to work on your side hustle if you have one- make a plan for what you need to do whether that's investing your money, growing a small business or making art! If you don't have a side-hustle (or have kids) take this day to get back on your priorities at home.



## SUNDAY: RELAX

Sundays are traditionally the day for relaxing and we agree with that! Sundays should be all about you, and your family. Take a bath, spend time with your kids, have a big breakfast and let the world go by.

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# CHANGE HABITS

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Oftentimes we can feel like the day gets away from us, from getting up in the morning to suddenly running around trying to source something for dinner. That can sometimes be down to having bad habits that eat up your time while you gaze emptily at a screen or work task. Try and reflect on your day and identify things that are a time waster, that aren't positively affecting your day or mood and find an alternative. Here are some ideas to get you going:

**INSTEAD OF:**



**SCROLLING  
ON YOUR PHONE**



**TRY:**



**READ AN ARTICLE**



**GETTING  
STRESSED**



**TRY A BREATHING  
EXERCISE**



**GETTING  
DISTRACTED**



**WRITE A  
LIST**



**STAYING IN  
BED**



**DO SOME  
STRETCHES**

By changing small, negative habits you can improve your daily life bit by bit and will hopefully eventually get to the stage where you're a far more productive, happier and positive person on a weekly basis!

Next Week



MENTOR•HER

# MAKING A PROFESSIONAL PLAN

A PLAN TO GET GOING

PUBLISHED ON  
WEEK FIVE

FOR

SELF-DEVELOPMENT