

LEADERSHIP

## PARTICIPANT'S MANUAL

# Balance

Improving your Life through Balance

Course designed by:

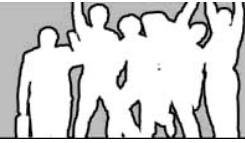
**Marciano S. Lie A Young**

CNT - JCI Suriname

CEO at PR@GMATIC Solutions

CREATIVE SOLUTIONS FOR SMALL BUSINESSES

[mslieayoung@sr.net](mailto:mslieayoung@sr.net)



**©Copyright by JCI:** All rights reserved. The authors and JCI authorize all national organizations, its affiliated local organizations and JCI trainers to use this publication and reproduce the content when used for the education and training of JCI individual members and non-members alike. The opinions and concepts reflected in the course do not necessarily reflect those of JCI.

**Financial gain:** This publication may not be reproduced, stored in a retrieval system or transmitted in any form or by any means – electronic, mechanical, photocopying, recording, or otherwise – for financial gain, without the express written permission of the JCI Secretary General.

**Translation:** This publication or parts of it may not be translated in any other language without the express written permission of the JCI Secretary General.

*JCI (Junior Chamber International) is a worldwide federation of young leaders and entrepreneurs with nearly 200,000 active JCI members and millions of JCI alumni. JCI members contribute to the advancement of the global community by creating positive change in over 5,000 communities in more than 100 nations worldwide.*

*JCI members lead projects in the areas of Business, Individual, Community, and International Development. They meet, learn and grow. By participating in various projects, meetings, seminars and events around the globe, JCI members grow personally and professionally, developing the entrepreneurial and leadership skills needed to generate positive changes in their communities, their countries, and the world.*

## Credits:

### The Seven Habits of Highly Effective People

Author: Stephen R. Covey

Published by: Franklin Covey Co.

### Personal Balanced Scorecard

Author: Hubert K. Rampersad

Published by: Scriptorum

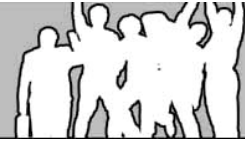
### AVATAR Mini Course: Life Alignment

AVATAR Mini Course: Life Alignment

[www.avatarepc.com](http://www.avatarepc.com)

*For my mother, and Soemartie the women I love the most.*

*Thanks to Suzette Plaisted for her inspiration, Rafael Diaz Ganaim for his advice and all my other JCI Friends for their support.*



**Activity 1:** Introduce yourself giving the following: **name, one important personal goal in life, why did you choose this course, something unique about you:**

---

---

---

---

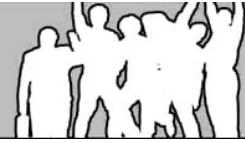
---

**Objectives**

- visualizing your personal goals
- evaluating your Balance
- the look of balance
- creating balance

**Activity 2:** Visualize and draw your personal goals





## Urgent versus Important

### Urgent

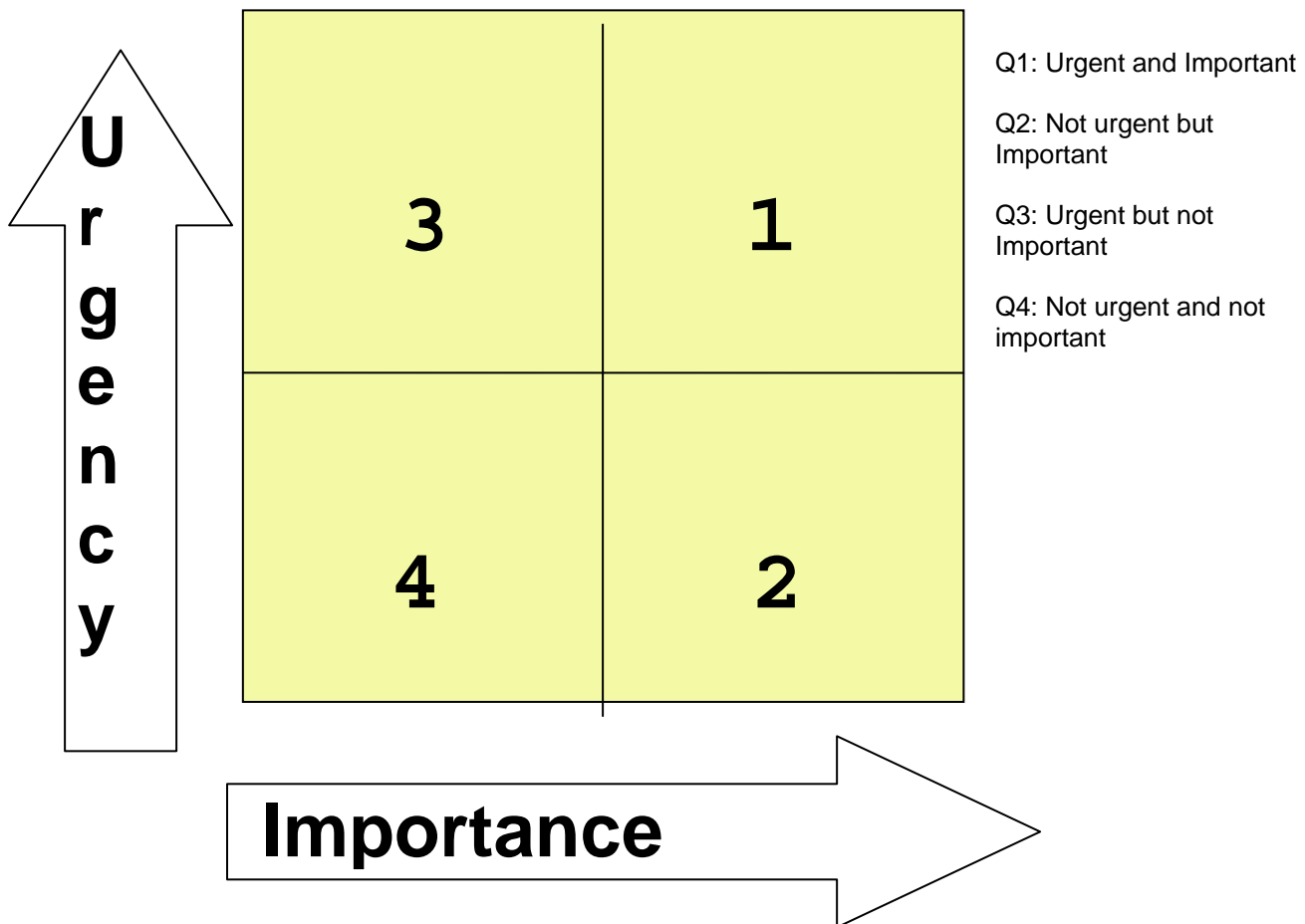
- Requires immediate attention
- Urgent matters are usually visual
- Are often pleasant, easy and fun to do

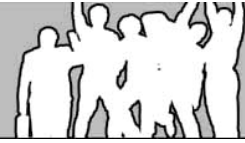
### Important

- Has to do with results
- Contributes to your mission, values, and high priority goals

Now go back to activity 3 and determine which activities were urgent and which important

## The 4 Quadrants of Effectiveness



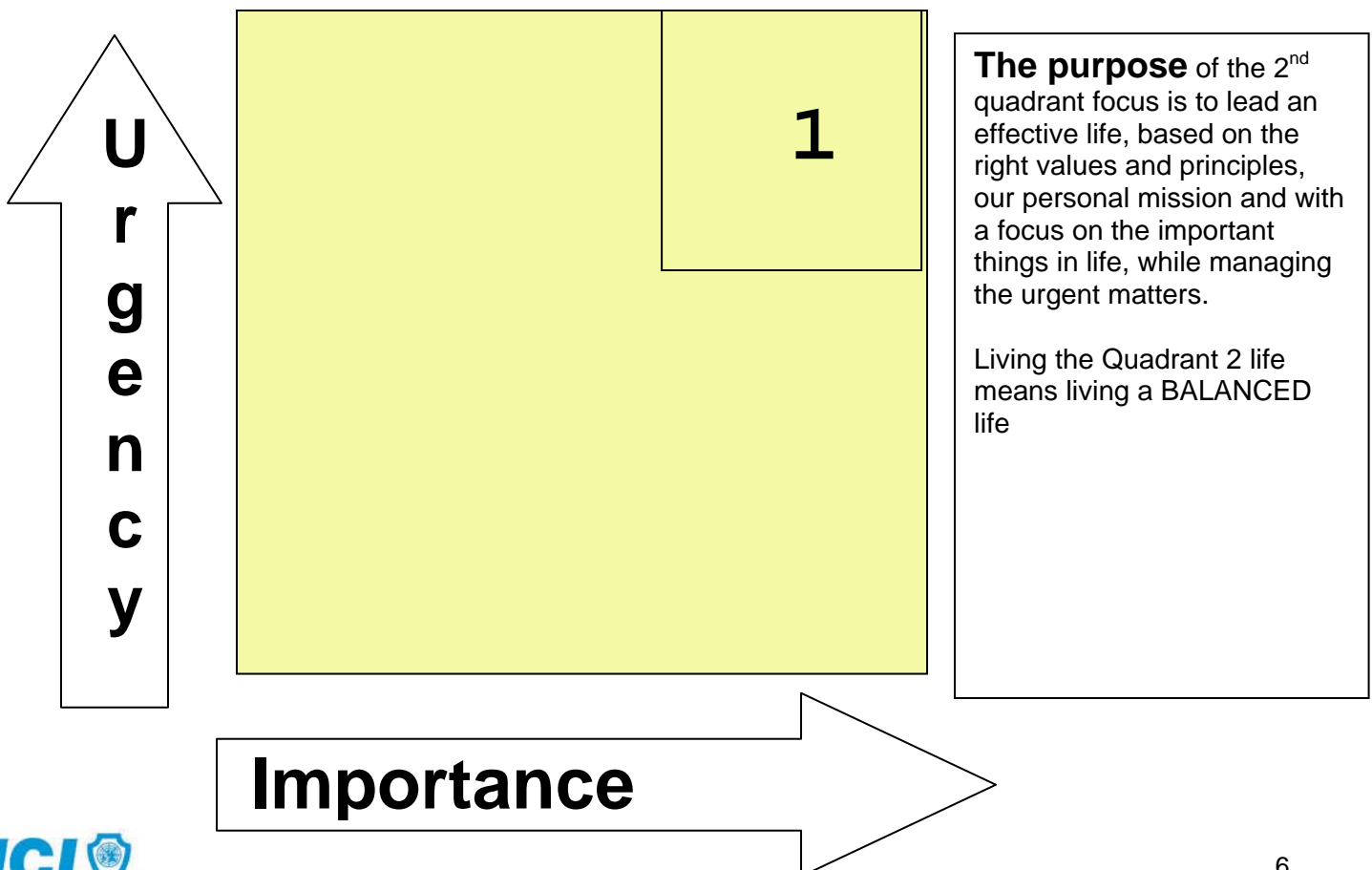


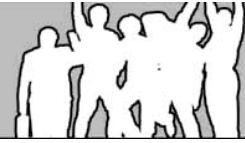
## Characteristics of the four Quadrants

- Important and Urgent
  - Results that require immediate attention
  - Problems, or crisis activities
- Not Important but urgent
  - Must be done “now”
  - Based on priorities and expectations of others
- Not important and not urgent
  - Why spend time this way???
- Important but not urgent
  - This is the heart of effective personal Management
    - Spending time on building relationships
    - Spending time on long range planning
    - Spending time on preventive maintenance
    - Spending time on our personal mission



## The Look of Balance





#### **Activity 4: Focus**

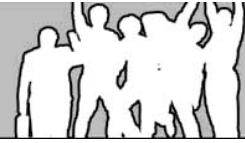
- Sit straight on your chair
- Relax your shoulders
- Put your hands on your knees
- Close your eyes and listen to the questions.
- Take a deep breath, exhale slowly
- Try to answer them for yourself

Your trainer will ask you (some of) the following questions:

- Who am I?
- How do I look at myself
- What kind of person am I?
- What do I believe in?
- What values and principles are important for me?
- What do I want to achieve in life?
- How do I want others to think about me
- What makes me happy and what makes me sad?
- What am I willing to sacrifice to achieve my goals?
- How important is spirituality or religion for me?
- What are my deepest ambitions and aspirations?
- What motivates me?
- What will change for me in the next 10 years?
- When I die, what legacy do I want to leave behind? How do I want my family and friends to talk about me when I die?

#### **5 steps to Balance**

- Develop your Personal Mission Statement
- Identify your roles
- Selecting goals for your roles
- Scheduling
- Daily adapting



## Marvin Kalop

Marvin Kalop is the Senior Operations Manager at a distribution company. He has a very busy life, mingling between his work, JCI and his family. Combining these three important parts of his life is not easy, and he got to do a lot of planning.

Marvin just developed his own personal balance scorecard, which he is using as a guide to keep the balance in his life.

Here is a part of Marvin's scorecard.

Personal Mission: Bring new life and enjoyment in the organization I work for and for those I Love.

### Personal Roles

- Husband: My wife is a very important person in my life
- Father: I want to encourage and improve the creativity, skills and knowledge of my children, and help them on their way to a happy, balanced life
- Manager: I will do anything possible to achieve success with and for the company I work for.
- Learner: I learn every day; I want to keep on learning all my life.

### Selecting goals for each role

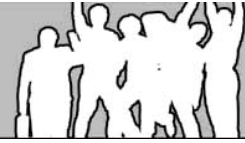
- Having a romantic dinner with my wife, once a month
- Going out on a discovery trip with my children during the summer vacation
- Train my staff to do a better job once a year. Compliment them every time they do a good job.
- Graduate for my MBA in Business by the end of this year

You can also define roles and goals for a shorter period, for example a week. This will give you a clear view of the important things you have to do for that week.

Never forget to take a glance at your scorecard every day, that way you will always read your mission, and the things that are important in your life. You will see that the remaining time will be more than enough to take care of the urgent things that still have some importance.

By doing this, you will have balance in your life, making the lives of you, your family, friends and everyone else around you a happy one.





**Activity 5: Creating the Balance**

**Now it's time for your own scorecard!**

Personal Mission Statement

---

---

---

Personal Roles

---

---

---

Goals for each roles

Role:..... Scheduled to Achieve by

---

---

Role:..... Scheduled to Achieve by

---

---

Role:..... Scheduled to Achieve by

---

---

**Now that you've defined BALANCE in your Life, make sure you live by it, because only then your life will be in BALANCE.**