



Renée Trudeau & Associates

Advocates for Balanced Living~
Coaching, Training and Workshops

Reclaim Your Life: Strategies and Insights for Balanced Living

☞ **Know your top priorities & effectively manage your energy:** What in life is most important to you? How good are you at managing your energy? What is draining you? What is fueling you? Are you comfortable saying “no” and not over committing? Create an “absolute yes” list and adhere to it! *“Things which matter most should never be at the mercy of things which matter least.” Goethe*

☞ **Make your self-renewal a priority:** By filling your cup first, you’ll have more to give to clients/family/friends, you’re able to function at your optimum and you’ll be setting an example for healthy, balanced living for those around you. Self-care (on all levels—physical/mental/emotional/spiritual) should be part of your everyday life. *“Self-care is not about self-indulgence, it is about self-preservation.” Audrey Lord*

☞ **Build a personal support system:** What type of and how much professional & personal support do you need to feel nurtured, emotionally healthy and stress-free? Learn to ask for and receive help. Re-evaluate your support needs every 3 months; these change based on your current life stage. *“Having a support system when going through a transition or challenging or stressful time, can have a huge impact on how you experience the journey.” Renée Trudeau*

☞ **Be more present in all that you do:** Stress and overwhelm are often brought on by dwelling on the past or living in the future. By spending more time living in the present and focusing on what is most important in the here and now, the calmer, more effective we become. And, in general, we experience a greater sense of balance and integration. One effective way to be more present is to really be mindful about how/when we use technology (cell phones, email, palm pilots, web surfing).

Nine Creative Ways to Say “No”

Below you’ll find specific language to support you in saying “no.” Most people find that the more they say “no,” the easier it becomes to say “yes” to those things that really matter.

- (1) **Just No:** “Thanks, I’ll have to pass on that.” (Say it, then, shut up.)
- (2) **The Gracious No:** “I really appreciate you asking me, but my time is already committed.”
- (3) **The “I’m Sorry” No:** “I wish I could, but it’s just not going to work right now.”
- (4) **The “It’s Someone Else’s Decision” No:** “I promised my coach (therapist, husband, etc.) I wouldn’t take on any more projects right now. I’m working on creating more balance in my life.”
- (5) **The “My Family is the Reason” No:** “Thanks so much for the invite, that’s the day of my son’s soccer game, and I never miss those.”
- (6) **The “I Know Someone Else” No:** “I just don’t have time right now. Let me recommend someone who may be able to help you.”
- (7) **The “I’m Already Booked” No:** “I appreciate you thinking of me, but I’m afraid I’m already booked that day.”
- (8) **The “Setting Boundaries” No:** “Let me tell you what I *can* do ...” Then limit the commitment to what will be comfortable for you.
- (9) **The “Not No, But Not Yes” No:** “Let me think about it, and I’ll get back to you.”

(This list is adapted in part from *Work Less, Make More—Stop Working So Hard and Create the Life You Really Want*, by Jennifer White.)

Renee Peterson Trudeau is a nationally-recognized lifecoach/author/speaker based in Austin, TX. Sign up for free resources/tips/upcoming events at www.ReneeTrudeau.com and www.CareerStrategists.net. Copyright 2009, Renee Peterson T



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Yin or Feminine Energy

Intuitive

Receptive

Process-oriented

Collaborative

Flowing

Relational

Soft

Being

Yang or Masculine Energy

Directive

Goal-oriented

Aggressive

Authoritative

Outcome-drive

Determined

Hard

Doing