

Mastering Your Work Life Balance



Michael C. Redmond, PhD

Lieutenant Colonel, USA, Retired

MBCP, FBCI, CEM, PMP

Certified as Lead Implementer:

ISO/IEC 22301 Business Continuity Management Systems

ISO/IEC 21500 Lead Project Manager

ISO 31000 Risk Management

ISO/IEC 41001 Environmental Management

Certified as Lead Auditor:

ISO/IEC 22301 Business Continuity Management Systems

ISO/IEC 27001 Information Security Management

Copyright © 2018 Dr. Michael C. Redmond, PhD

ISBN: 978-1-63491-696-7

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, recording or otherwise, without the prior written permission of the author.

Published by BookLocker.com, Inc., St Petersburg, Florida.

Printed on acid-free paper.

BookLocker.com, Inc.
2018

First Edition

Table of Contents

Biography	1
Chapter 1: Welcome to the First Step in Achieving Work Life Balance	3
Goldmine of Information.....	4
Chapter 2: Getting Started.....	7
At the Beginning	7
Key Questions	7
Chapter 3: People in Your Life	13
Key People	13
Chapter 4: Setting and Achieving Goals.....	17
S-M-A-R-T	17
What is Goal Setting?	17
Poor Goal Setting	18
How to Write Your Goal	20
Chapter 5: Concentration	23
Keep Your Mind on a Subject.....	23
How Brain Waves Function	23
Lack of Concentration	25

Techniques	25
Working on Concentration	25
Chapter 6: Procrastination.....	31
Do You Procrastinate	31
Procrastination Definition	31
Causes of Procrastination	32
What Can Be Done.....	34
Justification	36
Chapter 7: Stress	39
What Is Stress?	39
What Causes Stress?.....	40
Stress Survey Results	40
A Quick Biological Review	43
What Can You Do About Stress?.....	44
List of Quick To Do's	46
Chapter 8: Time Management	47
What is Time Management?	47
What Causes Bad Time Management?	49
How to Get Time Management.....	50
Chapter 9: Life Purpose	53
The Reason.....	53

Mastering Your Work Life Balance

Find Life Purpose	56
Chapter 10: Tie It All Together.....	57
Congratulations	57
Not Just Another Book	57
Meditations	58
<i>Alpha Guided Meditation to utilize with the chapters of this book</i>	59
Testimonials	63

Dr. Michael C. Redmond, PhD



Biography

I decided to pursue a PhD in Psychoneurology (Behavioral and Crisis Psychology) after working in the US Military on Active Duty, Reserves and National Guard, as well as in the fields of Cyber Security Business Continuity/ Disaster Recovery, and witnessing so many instances where my training in Crisis Counseling was a blessing.

I am a Board Certified Psychoneurologist (Behavioral and Crisis Psychology) My PhD program incorporated studying the wisdom of traditional Psychologists coupled with modern technique areas as NLP, Hypnosis, Building Self Esteem Therapy, Core Transformation Therapy, Emotional Rational Behavior

Therapy, Emotional Freedom Techniques, and Art Therapy among many others.

I started a coaching newsletter for teenagers when I was 13 years old. Teenagers would send a letter outlining their problems (drugs, sex, parents, etc.) and I would respond in my newsletter.

I studied alpha visualization when I was 14 years old. While working as a student teacher at the High School for Performing Arts, I used this technique to help the acting students manifest their performances.

I went through Peer Coach Training at age 19 while in college. I set up and trained the Peer Coaches for Fordham University MBA students at age 22. At 24 I set up and trained the Peer Coaches in the US Army in Germany.

I have learned from the teaching of Bijan, Tony Robbins, Jose Silva, Shakti Gawain, Wayne W. Dyer, Deepak Chopra, Robert Dilts, Eckhart Tolle, John Grinder, Milton Erickson, Richard Bandler, Connirae Andreas, Steve Andreas, Albert Ellis, and so many others.

You can order my Guided Meditations at www.sfccds.com.

Chapter 6:

Procrastination

Do You Procrastinate?

Procrastination is not doing what you should be doing, either in your life such as a better career, exercising, eating healthy, or a task such as a student who puts off doing their homework until forced to rush and do a poor job because school is in the morning.

What causes procrastination can be poor time management and thinking there will be time later, or poor goal setting with no milestones. Without a clear defined purpose in meeting the goal, it is easy to get in a rut and not achieve what you are truly capable of, such as, perhaps learning a new language and traveling to a country and having a wonderful experience.

Living in a rut causes excessive stress which can lead to diseases and illness. The secret is to learn the necessary skills and experience the benefits of personal development, such as the ability to concentrate, to set goals, to keep your word to yourself, and others.

Procrastination Definition

To procrastinate is to put off until later what should be done today. Procrastination is not doing a task or a project, or pursuing a dream, until later, or when it is

too late, or never. Poor time management and poor goal setting are prime causes of procrastination.

How many times have you put off something that caused you pain in the end? Perhaps you did not ask that person in high school for a date and still think about them from time to time. Or perhaps you didn't get the job you wanted because you didn't update your resume or take a needed class.

Not realizing one's dreams often leads to stress and non-realization of one's life purpose.

*Through learning more
about time management,
goal setting, concentration,
life purpose and stress, the
results can eradicate
procrastination.*

Causes of Procrastination

What causes procrastination is putting immediate pleasure before long-term gain. Everyday tasks are often obstacles to success and happiness when they take precedence over dreams.

For some, it is the fear of not being good enough, or rich enough, or smart enough. These reasons stop life's dreams.

For instance, people put off having children until they realize one day they or their partner can no longer get pregnant.

This is a result of not having a clear purpose and concentrating on goal setting. If a person has trouble concentrating, then they find it easy to procrastinate and do multiple things rather than the task or project. Without a clear purpose and a specific goal, time management is difficult and can lead to excess stress.

The saying, "Don't put off until tomorrow, what you can do today" is so true.

Think about the last two weeks and goals or tasks you put off.

Fill in the list below of your triggers for procrastination

(Trigger is your excuse)

Goal or task	What did it cost you in terms of time, or money, or self-respect?	How does this make you feel?	When are you going to do it?

What Can Be Done?

What can be done about procrastination is choosing to get better results in life, in your relationships, in your career, and in your health. It's important to set goals with milestones and celebrate each milestone. Keep your word to yourself and others. By knowing your purpose, the passion to do what is in your best interest comes naturally.

It is almost impossible to meet one's life purpose when procrastination becomes a prevalent way in one's life. Choose to stop putting off what is important. Practicing the techniques in this book and releasing obstacles can lead to great achievements.

Meditation, learning to relax and loving YOURSELF more are great keys. Through developing positive patterns related to stress reduction, relaxation, time management, goal setting, concentration, and understanding your life balance purpose this all becomes easier.

Start by going back to your goals and setting milestones. These help with chunking the goals down into a manageable process, and doing a little at each milestone.

It takes concentration to follow through on tasks or projects. Have you ever heard someone say, "Someday I am going to do X"? Someday never comes, and then years later they say, "I regret that I never did X."

Justification

There are a few reasons that people use to justify procrastination. The first is a desire to do something else instead, the second is not wanting to do the task or not understanding the gain by doing the task now, and the third is fear of not getting it right and waiting for the perfect time.

As mentioned earlier, simply put, procrastination is the act of putting something off until later. One cause can be a lack of life balance. So many people just do the same tasks of waking up, eating three meals a day, and working at a job they don't like.

All this leads to poor time management. There never seems to be enough time for these people. Hence, the saying, "when pigs fly." I've never actually seen one fly. Have you?

What this all really leads to is excessive stress. The Latin term *disease* means lack of ease or stress. So many illnesses are stress-related.

We all have 24 hours in a day, yet some people do so much in 24 hours and achieve very happy and successful lives, while others make excuses.

What you can do about procrastinating is to develop skills and abilities such as:

- *Stress management*
- *Time management*
- *Goal setting*
- *Concentration*
- *Learning to release obstacles*

These skills will help you in achieving the results you want for your way of living and your life purpose.