

*Less depressed, anxious & stressed ... more happy, confident & calm.*

There are usually six (6) groups of things which need to be in balance, if you want to feel better & be Mentally & Physically Healthy.

So tick off those that you are currently **Doing**, relatively regularly. Then go back & balance each group, by ticking others that you are also willing to **Start & Work On**, regularly.

**Date:** .....

## Doing / Start

- **SLEEP** well – rise Early; 30 min early afternoon Nap; Sleep for 7-8 hours (adult), 8-10 (teen), 10-12 (child).....
- **EAT** sensibly – eat & drink more natural foods & fluids; eat in moderation; eat only 3 small meals daily; eat slower-take a ¼ to ½ hr per meal; drink 2 L of water daily (including a large glass before every meal) .....
- **EXERCISE** daily – “Puff” for 30 mins (eg: walk briskly; join a gym; swim; cycle; do a circuit at home).....
- **PERSONAL HYGIENE** – 15 min of sun; wash daily; clean teeth & empty bowels **at least twice daily**....
- **MODERATION**- avoid excesses of stress, food, debt, anger, alcohol, drugs, gambling, IT use, work, idleness
- **THINK** creatively – often done at work! Play **puzzles** (Crossword) & strategy **games** (Chess); **learn** a skill; **design/create** (woodwork, art, clothes); **debate**; write a **poem** or **tune**; **study**; **research** on the Web .....
- experience **FREEDOM** – make some uncommitted, tranquil, personal time daily & do what **you** want .....
- feel **USEFUL** – be proud of your work; volunteer; recognize what you do for family, friends, pets, society.....
- be **AWARE** – (a) of your world: eg: news, science & current events; (b) of your situation: risks, benefits, opportunities; (c) of whom you are: know your own **values, passions, strengths, weaknesses**...
- **TOUCH** & be **TOUCHED** – (“*Ten times to-day*”) a hand on the shoulder, a handshake or a hug; a kiss; a pat on the back or arm; a stroke on the cheek or hand; a massage; pet an animal (eg: dog, cat, horse).....
- **TRUST** - offer & accept it, carefully... (eg: be reliable; offer or accept help & responsibility; ignore gossip) .....
- **LAUGH** - at YOURSELF & comedies & **with** acquaintances, friends, etc; join a Laughter Club; tell nice jokes .

- **relax** – 30 mins quiet time daily; learn to relax (eg: *Progressive Relaxation, Pulse Breathing, Face & Shoulder Sag*); read a book; have a massage; soak in a bath; walk by the bush or beach; talk with a partner or friend .....
- **meditate** – eg: Yoga, Tai Chi, Mindfulness; sit & contemplate the ocean, bush or the stars; use self-hypnosis.....
- **music** – listen to, or play some **soothing** instrumental music daily; hum or sing some happy songs .....
- **breathe deeply** – take 3 deep breaths 6 times daily ... exercise does this for you! .....
- **use patience** – eat, walk & drive more slowly; wait calmly; grow veges; save up before you buy; read books; write letters; speak calmly; take the time to listen to family, friends & colleagues .....

- **family** – spend **quality time** with those you love; eat at a table; Bar-B-Q breakfast at a park; go for drives; play with them; sit & talk; visit or talk to your ‘relies’ regularly; avoid arguments; do things THEY like .....
- **friends** – build friendships; call, write &/or visit regularly; invite them over; coffee with them; join them at a club
- **groups** - join a club (eg: bowls, dance, tennis, gym); a social networking group (eg: Single Parents, eHarmony, Over 50s); a service club (eg: Lions, Zonta, Rotary, Probus); a church group; an after-work group; U3A ...
- **neighbours** – chat over the fence; do afternoon tea; wave often; organize a street party; Bar-B-Q with them .....

**4. Enjoy things – (do 3 of these):**

- **pamper yourself** - buy **you** a gift; dress up for dinner; go for coffee; have a massage, facial or bubble bath. ....
- **recreation** – get a hobby (eg: stamp collecting); go fishing; bushwalk; play sport; dance with your partner .....
- **culture** - take in a play; visit Chinatown, a museum or an art gallery; go to the movies or a festival with family. ....
- **animals** – play with a pet; feed the ducks at the park; walk around a pet store; go to a Zoo; help at a “pound” .....
- **Nature** – experience it (eg: silence, gardening, bushwalk, country drive, walk in a park, a family beach picnic).....
- **smile for yourself** – at a butterfly; a dog walking its owner; at happy memories & uplifting stories; at a pretty garden; when you see someone do a good deed; at bird calls; at someone else’s laughter; at a baby .....

**5. Do Good – (do 3 of these):**

- **smile at others** – spread happiness around by smiling daily at strangers, neighbours, colleagues, friends, family .....
- **work** – full or part-time job; volunteer (eg: a school Support-a-Reader, at a library, Meals on Wheels or “Vinnies”)..
- **acts of kindness** – compliment others; help a neighbour or stranger; give to “Vinnies”; collect for Red Shield Appeal; open doors; be a Youth/Scout leader; join a Service Club; show compassion; touch someone .....
- **share** – share your love, time, money, knowledge, goods, skills, etc (eg: share your lunch; spend time with friends; lend something; talk with a stranger); donate blood; be an Organ Donor .....

**6. Take Control (& Create Change) – (do 4 of these):**

- **get things done** – list & prioritize things to do daily (at home or work); break big jobs into easy chunks .....
- **be assertive** – say “No” more often; don’t allow “put downs”; offer & expect respect; make more decisions yourself; offer opinions; stand up for your rights; use “The Walk Away”; do something different daily.....
- **set goals** (consistent with your Values) – identify & set personal, family & financial goals (3mos, 1yr, 3yrs).....
- **create change** – read & act upon *A Guide to Life*; learn new skills; problem solve, plan & act; use a team; alter your routine weekly; control debt; change NOW, what you would if told you only had 5 years to live .....
- **take risks** – try new things...eg: **Physical** (parachute), **Emotional** (offer trust), **Financial** (invest \$; change jobs).....
- **see positives** – find your strengths & values; do *This Week’s Best Gems*, *Grateful*, *Proud* and *Positive* sheets; reframe negative thoughts; seek solutions; use affirmations; associate with positive, happy people .....
- **build Work-Life balance** – leave work at work; 8-9 hrs work is enough (unless building a business); enjoy work & recreation; reduce work stress; make time for yourself, your colleagues, your family and friends .....

**IF A MAJOR PROBLEM EXISTS ...**

It is always helpful to do some of the following, to begin to regain **BALANCE** :

Review the **Past & Present** for strengths, problem solve for solutions, then plan for the **Future**.

**Past** – (a) **ID problems** (eg: past abuse; relationship; financial stress; procrastination; addiction) .....

**AND solutions** – *Problem Analysis* & / or *Personal Solution Seeker* .....

(b) Ask yourself, “What are my **strengths**?” .....

**AND** ... how did I use them to **solve** similar problems in the past?” .....

**Present** – (a) **Journal** accurately for a few days or a week, to better understand your situation .....

(b) Begin to **Change NOW**, what you would if told you only had 5 years to live .....

(c) See your **Doctor** for advice in case tests, medication or further referrals are indicated .....

(d) Set up and ask for **assistance** from your **support team** .....

(e) Work with your **Therapist** on an agreed **Treatment Plan** .....

**Future** - (a) Set & work towards **Goals** in any problem areas (eg: health, budget, job, relationship) .....

& use **Self-Discipline & Motivators** to keep yourself focused (eg: *Goal Cards*, affirmations, motivational web site) ....