

 Leadership Checklist

BALANCE

These exercises are designed to help you gain insight into where your life and leadership are out of balance. With that knowledge you can take steps to regain stability, find firmer ground, and seek equilibrium.

I. Find Your Position on the Seesaw

For this exercise, consider three main areas of your life: physical, mental, and emotional.

Circle the description that best represents the way you feel most of the time. There is space for comments below each.

Physically, I feel: Balanced Out of balance On the edge
Comments: _____

Mentally, I feel: Balanced Out of balance On the edge
Comments: _____

Emotionally, I feel: Balanced Out of balance On the edge
Comments: _____

II. Identify Your Extremes

Below are pairs of opposites. Circle the word in each pair that best describes you.

PHYSICAL

Rested	Tired
Active	Sedentary
Full	Hungry
Moderation	Excess
Clear	Hungover
Low energy	High energy
Healthy	Sick
Well-groomed	Neglected
Good Weight	Over/Underweight
Strong	Weak

List considerations regarding your physical well-being: _____

MENTAL

Winning	Losing
Action	Just talk
Decisive	Indecisive
Quiet	Loud
Low risk	High risk
Indifferent	Forceful
Isolated	Collaborative
Acquiescent	Dictatorial
Details	Big picture
Internal	External
Patient	Impatient
Safe	Reckless
Optimistic	Negative

List considerations regarding your mental well-being: _____

EMOTIONAL

- | | |
|----------------|-------------|
| Introverted | Extroverted |
| Truthful | Dishonest |
| Loving | Hateful |
| Self-confident | Insecure |
| Happy | Sad |
| Generous | Stingy |
| Grateful | Envious |
| Intimate | Aloof |
| Courageous | Fearful |
| Hopeful | Despairing |
| Engaged | Disengaged |
| Suspicious | Trusting |
| Depressed | Elated |

List considerations regarding your emotional well-being: _____



III. Seek Balance

Pick something from each category that you are unhappy about and would like to change. Write them down below. List why you feel that way and what you can do to change. For example, "I feel too busy because I have a huge deadline. I will take a three-day weekend when it is over."

Physically, I feel _____ because _____

To become more balanced, I will: _____

Mentally, I feel _____ because _____

To become more balanced, I will: _____

Emotionally, I feel _____ because _____

To become more balanced, I will: _____

SEEKING BALANCE IS AN ONGOING PROCESS. What is important is being able to identify extremes and imbalances, and then taking action to bring things back toward equilibrium.