

Performance Mastery Series

Burnout, Balance and Bounty

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Life/Work Ledger Sheets

How to use the ledger sheets:

These ledger sheets were designed to put you in touch with all areas of life and to determine a pattern for dealing with the “now” so that you might move into the future of your choice.

Reflect upon the information gleaned from the various experiential exercises. What do you want more of in your life? Less? What areas need more attention?

Beginning with “*Intellectual*,” assess your current work or job. Consider those areas that need improvement. What can you control? What action steps might you take to choose how you react and feel? How can you put some of the energizing qualities into your work/job? Where have you let work/job take control of you?

Once you have worked through that section, proceed to whichever area you feel needs the most attention.

In looking at all these areas, it is important to consider both the benefits and penalties for maintaining your present course, as well as the impact on the other areas of your life. It is equally important to listen deeply to what your **feelings** are telling you. All too often, we only hear the response elicited from your head. Ask yourself: “*What am I really saying here? What is my expectation? Is it one that is healthy and, if it is not, how shall I go about changing it?*”

Do not feel that you **MUST** complete all these sheets. Work on what is comfortable for you.

Remember: You are a gift to the world.
Rejoice!

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Intellectual

Activity	Benefit of Doing / Penalty of Doing	Impact on Other Areas	Feelings

Action Plan: _____

Preferred Future: _____

Material

What are your:	Benefit of Doing / Penalty of Doing	Impact on Other Areas	Feelings
Haves:			
Needs:			
Wants:			

Action Plan: _____

Preferred Future: _____

Emotional

People – How To Touch	Benefit of Getting / Penalty of Getting	Impact on Other Areas	Feelings

Action Plan: _____

Preferred Future: _____

Physical

How Do You Rate	Benefit of Getting / Penalty of Getting	Impact on Other Areas	Feelings
Exercise:			
Nutrition:			
Sleep:			
Recreation:			
Health:			
Other:			

Action Plan: _____

Preferred Future: _____

Spiritual

Category/Activity	Benefit of Doing / Penalty of Doing	Impact on Other Areas	Feelings

Action Plan: _____

Preferred Future: _____
