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# Finding Balance as a Working Daughter

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## Worksheet

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The life of a working daughter is a constant series of choices. From the time we open our eyes in the morning until the time we fall asleep at night, we are constantly balancing competing priorities, constantly weighing everything we do against everything else we should be doing. How do you decide where and how to spend your valuable time? How do you decide if you are doing enough for the people who need your care? And how do you care for yourself? That's the balancing act, and it's constant.

This worksheet takes you through 5 important steps that will first, help you identify and make the time for what truly matters most, and then, help you learn to say “Yes” to those things and no to everything else.

### 1. What Matters Most?

Start by identifying everything that matters to you. On the following sheet, write down everything that is important: friends, family, your children, your spouse, your parents, fitness, hobbies, interests, crafts, career, volunteering, causes. When you think you've finished, take a break for at least one hour. Then come back and add some more.

### 2. Pace Yourself

Now, review your list of what matters and decide what is most important at this point in your life and what can wait? What is important but just doesn't need to be a priority for you at this time. For example, you may have a goal of one day running a marathon. That's great! But if you're raising children and caring for your parents, is now the right time? Or are 10Ks a better choice right now? There is no right answer - only you can decide. If it can wait, cross it off the list.

### 3. Lose the “Shoulds”

Find a quiet place and listen to the “shoulds” in your head. .“I should visit my parents more often.” “I should go for that promotion at work.” “I should cook every night.” These shoulds might sound like your mother's voice, or your friend's, or your manager's. Cross of all of the shoulds that are actually someone else's opinion and based on someone else's value system.



### 4. Define Your Non-Negotiables

Now, look at the list again. What 3 things are most important in your life right now? If you can't choose just 3, you can choose 5. But no more! Be honest with yourself. What truly matters most at this point in your life? These are your non-negotiables. These are the 3 – 5 things you say “Yes” to everyday. Everything else is optional. It's your list; it won't look like anyone else's. Now, cut this list out and hang it on your mirror, or your desk, or put in your wallet. Whatever you do, look at it every morning.

### 5. Practice

Practice saying YES to your non-negotiables every day. Remember, this is a process. If you fall out of balance, just try again

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What Matters Most?

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- 3.
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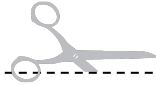
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## My Non-Negotiables

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