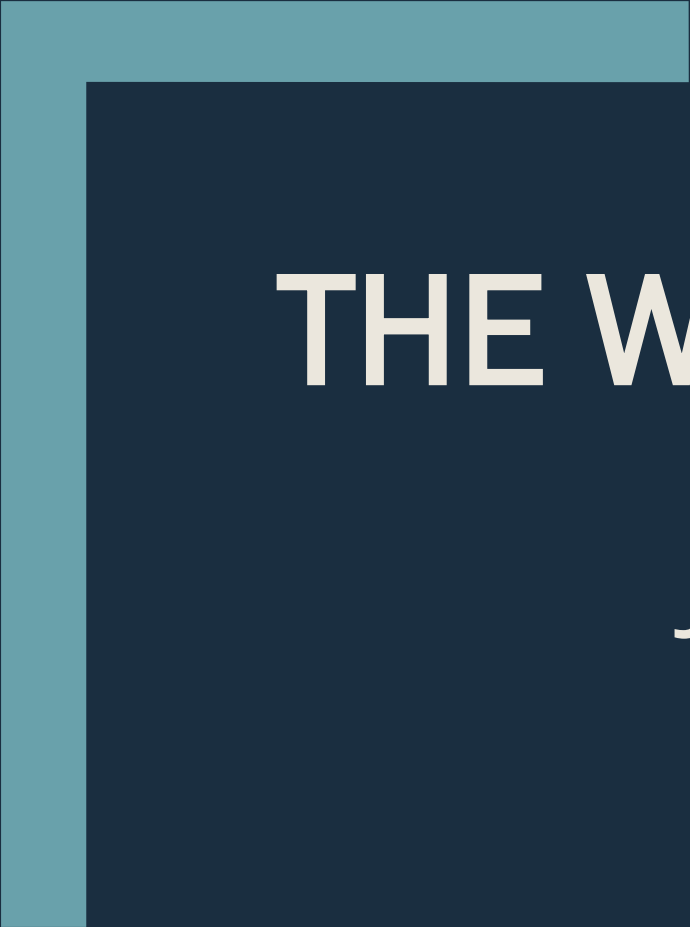


**Thank you for downloading my class notes.
Enjoy the experience.**

JAtH



THE WHEEL OF BALANCE

Jath Van Der Westhuizen
Social Worker
082 255 8344



You will learn the following:

1. How to develop and maintain a balanced lifestyle.
2. Components of an effective treatment plan.
3. Managing my time and energy effectively.

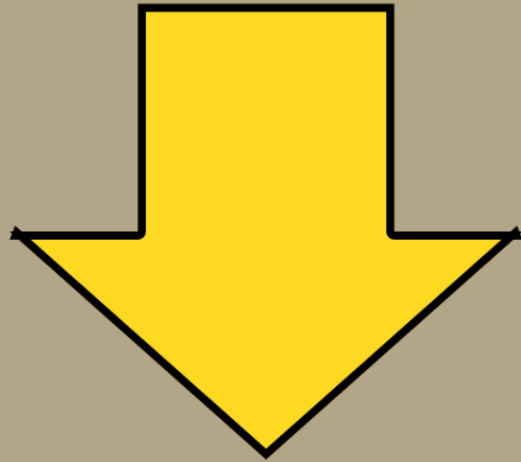
Alignment your life





A decorative frame composed of two thick, light-colored L-shaped lines. One L-shape is positioned on the left side, with its horizontal bar at the top and its vertical bar extending downwards. The other L-shape is on the right side, with its vertical bar extending upwards and its horizontal bar at the bottom. These two shapes together form a rectangular frame around the central text.

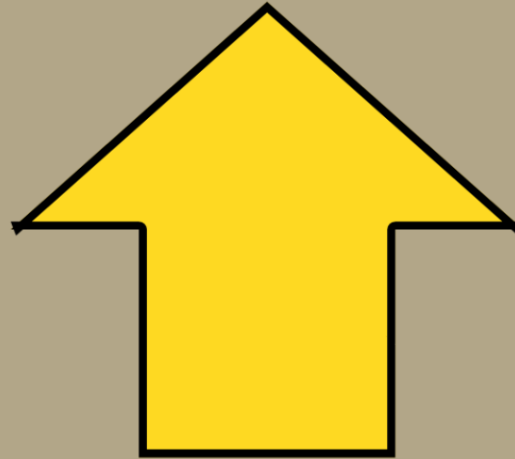
MANAGING MY ENERGY



Dischargers

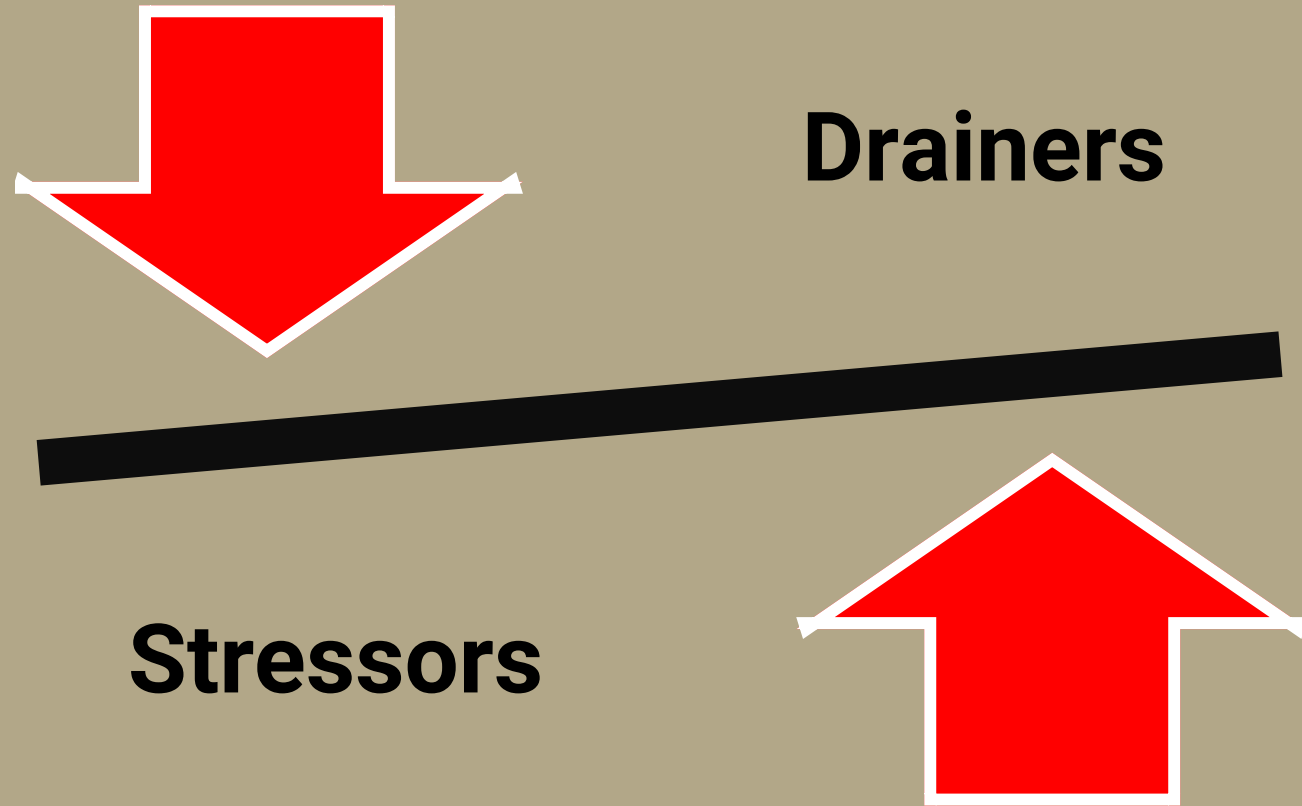


Energizers



HEALTHY





UNHEALTHY



A decorative frame composed of two thick, light-colored L-shaped lines. One L-shape is positioned in the top-left corner, and the other is in the bottom-right corner, creating an open rectangular frame around the central text.

MANAGING MY TIME

DO

- Do it now.
- Priority task now.

DIARISE

- Schedule a time to do it.
- Important but not so urgent.

DELEGATE

- Who can do it for you?
- Who can help?

DROP

- Eliminate it.
- Stop it.

WHAT IS THE POMODORO TECHNIQUE?

A method for staying focused and mentally fresh

STEP 1



Pick a task

STEP 2



Set a 25-minute timer

STEP 3



Work on your task until the time is up

STEP 4



Take a 5 minute break

STEP 5

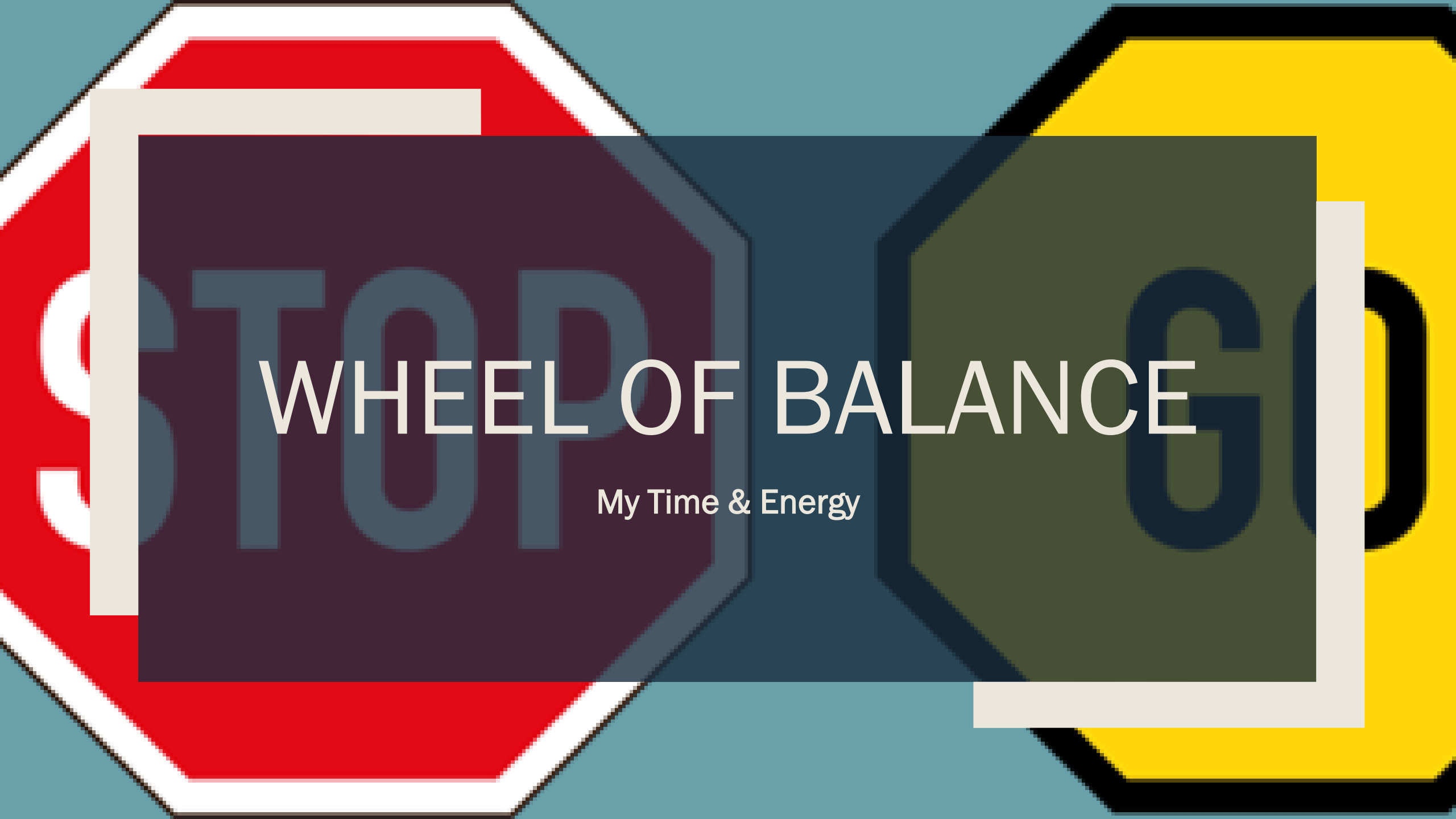


Every 4 pomodoros, take a longer 15-30 minute break

TIME BLOCKING

	5–8 AM	9–11 AM	12–2 PM	3–5 PM	6–8 PM	9–11 PM
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						

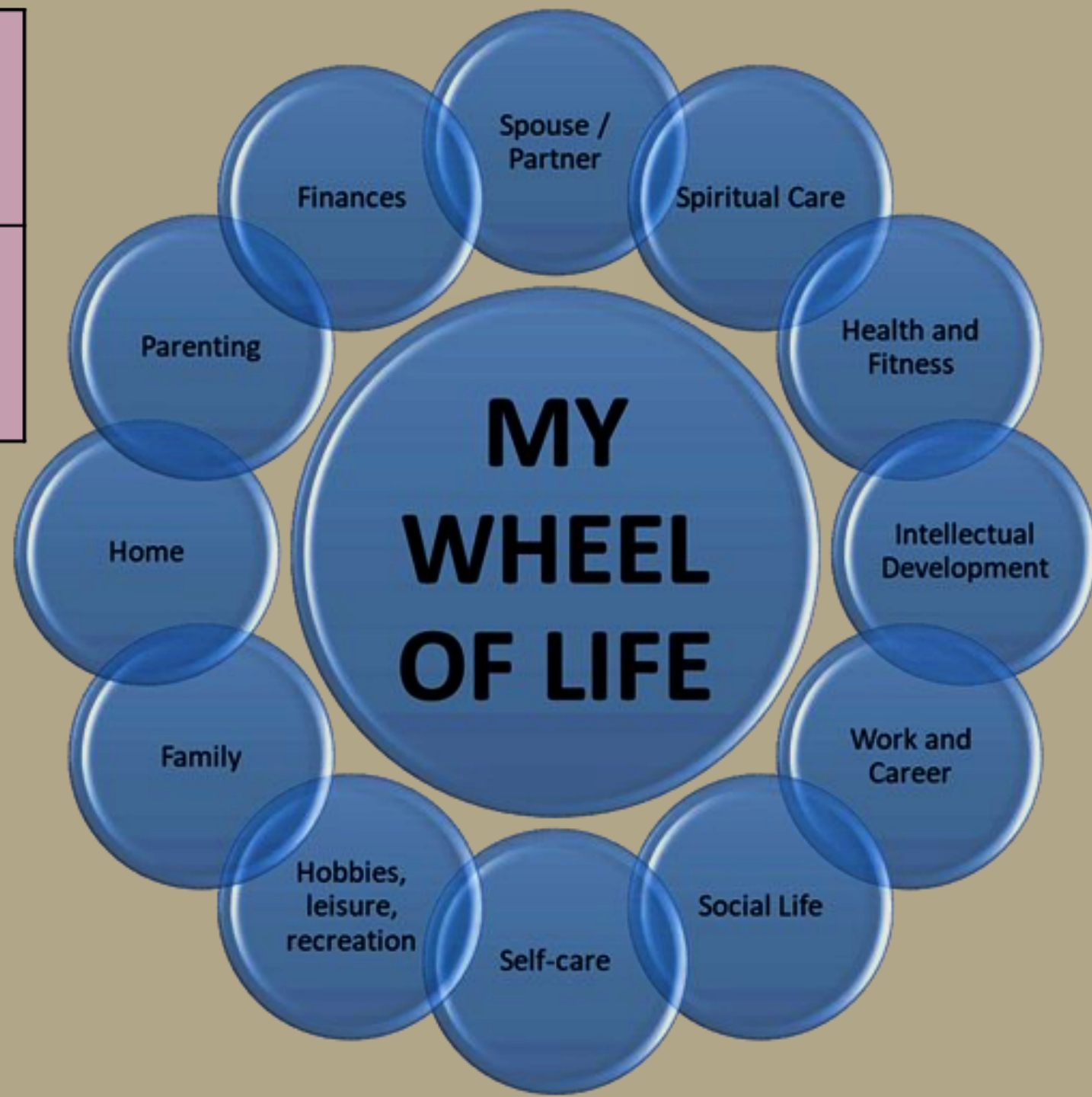
Notes



WHEEL OF BALANCE

My Time & Energy

DO	DIARISE
DELEGATE	DROP





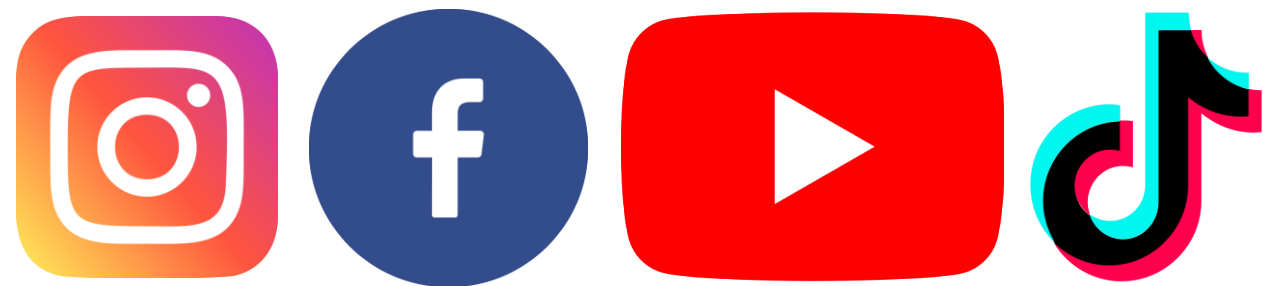
What if we recharged ourselves as
often as we did our phones...

Here is a great opportunity to further develop yourself. Learn more about coping skills, anger and anxiety management, setting boundaries and personal transformation. Enjoy the many podcasts, videos and downloadable exercises for the premium members.

Click on this icon below to join the R89 per month subscription program.



<https://theancientmaster.co.za>



The Ancient Master