

Live Full Live Well

Increase joy, fulfillment
and productivity
through balance



TODD BURRIER

The principles described in this book already helped many people succeed. But success is always an individual case. The author and the publisher specifically disclaim any liability resulting from the use of the information contained in this book.

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Author's Note

It's now been 12 years since I first sat down and began to write this book. As I contemplated releasing this second edition I considered whether I would make any changes. So I read the book through the eyes of someone who is 12 years older and perhaps a bit wiser, and of a teacher who has evolved and broadened many of the concepts over the years.

It was interesting to read my own work from more than a decade ago, and quite revealing. I discovered that while multiple concepts that I teach now are not in this book, and some of the terminology I use today is different, the principles and fundamentals remain true. I still live them today and they serve as the platform for my subsequent levels of teaching. All of my new stuff has literally grown out from this.

I now have 12 more years of proof of just how well this works as a way of life. The past 12 years have brought all that you would expect from a life fully lived. I've experienced seasons of great joy and seasons of substantial challenge, and for the most part I've had day after day of abundant living with bits of difficulty.

As you will read, one of the primary functions of living in a balanced and productive fashion is the avoidance of self-inflicted crisis. The past 12 years has been mostly free of this flavor of crisis. Don't get me wrong, I do my share of dumb things! I'm talking about the big areas of self-inflicted crisis like personal health and important

relationships. There have also been significant times of crisis involving family, business, accidents, etc. I call this “life happening.” These times were much easier to navigate (because of the principles you’ll learn) and did not cause the upset of other apple carts while they were being addressed.

The bottom line is this: These principles work! Every chapter is loaded with nuggets that can help you practically. There was simply no point in changing what is here because these are fundamentals and platforms to build upon (with the exception of a small change in the wellness area to reflect more current information).

I am grateful that you are holding this book in your hands. My life’s work is to inspire and equip people to be the best they can be and to live a high quality of life. I am grateful you are giving me the opportunity to do that with you.

This book can make a positive difference for you. I felt this way when I first wrote it and I’m even more certain now.

Many Blessings,

Todd Burrier

February, 2016

Introduction

This is a work of passion for all the people who have sacrificed too much for far too little. It's never too late to change the way you live your life. It's for people who are trying to get it all done but know that everyday is just not what it could be. This book is a real, honest, approach to life that can help anyone of any age to have more joy, fulfillment, and productivity in their life through the achievement of balance.

You are going to learn specifically how to develop a balanced lifestyle with this book. You will not read about work-life balance here, because I believe that work-life balance is a misnomer. To even acknowledge the idea of work-life balance is to say that work is equivalent to life. It is not. Life is bigger by miles. There are many aspects of your life that make up what you have to balance. Work happens to be one of them. Work is very important, but so are many other things. You will learn how to balance everything in a way that I have proven to work for over a decade. You will learn how to participate fully in the lives of your children and your spouse, your career, your personal well being, the hobbies and causes you care about, the friendships that matter, and more.

The genesis of my quest to develop a balanced life began way back in 1987. At the time, I was single and working in the commercial real estate and construction lending industry. My first lesson was that I could not simply work all the time and stay slim. I gained 25 pounds

in a four month period. As someone who had always been slender, this was personally unacceptable. So, for the first time I had to find a way to include regular exercise in my life. Since I was single and had minimal commitments this wasn't too difficult, it merely required discipline. The second lesson was, in the long run, very important as well, though I did not begin doing anything about it until years later.

My job at the time required me to cultivate relationships with real estate developers. As a result, I met many people who had achieved substantial financial success and had net worths in the ten million dollar range. While their level of respective success was enviable to me, here is something that I noticed: almost all of these people, and there were several, either had broken relationships, poor health, or both. I want to stop right here for a second and emphasize that I am not against having huge financial success. At no point in this book will you find me saying that I am against having huge financial success. At no point in this book will you find me saying that striving for huge financial success is wrong. I simply do not believe that creating huge financial success at the expense of important relationships and health is necessary. You will learn in this book how you can do it all, if you so choose.

This revelation about my clients did not mean much to me at the time because I was young, single, and generally invincible. It was a few years later, four to be exact, that this lesson came flooding back to me vividly.

In 1989, as Melanie (my beautiful wife) and I were about to have Brett, our first child, I started a business from home. I began my venture part-time until it began producing enough income in early 1990 that I could devote my full time efforts to the business. I was fortunate that within a year of starting the business it was financially viable, and within 18 months I was earning more income than at any point in my life. Here is where the lesson comes in. The more money

I seemed to make, the worse my marriage seemed to be doing. It wasn't that Melanie did not like that I was making money; it was that I was never home...and I was working from home! I was spending 12 to 15 hours per day, six days a week physically working, and when I wasn't working I was thinking about it. I would frequently walk away from Melanie when she was talking to me, while she was still talking, because my mind was so preoccupied that I wasn't really listening to her. I would answer the phone in the middle of a conversation or in the middle of dinner.

Fortunately for me, I had a wife who was committed to being married to me (she probably should have been committed for staying married to me!), because I know I was not a good person to be married to at the time. I was not showing up in my marriage at all. It was about midway through 1991 when I realized that I needed to make changes because my family was important to me (even if they didn't know it!). I began my quest to achieve a balanced life in earnest. While I immediately sought answers, it took a few years of study, introspection, and trial and error, to create the concepts that I live and teach today. These concepts have been working for me for well over a decade, and they have been tested through a gamut of life situations. They work, and they work incredibly well. My life is full of joy and fulfillment, and I am at the same time highly productive, and you can experience the same thing.

Have you ever had that feeling of being in the zone? If you don't know what I am referring to, the zone is that feeling when you just feel awesome and happy and "on." Athletes talk about the zone where whatever it is they are doing, whether it is hitting a baseball or returning a tennis shot, they just feel that they are at their best. Business people experience times in their industry or company when things are so great that everything they touch turns to gold. We can probably agree that this incredible feeling is fleeting at best and doesn't come too often.

The zone is a mental place of complete clarity where we positively experience and are completely present in the moment. It is euphoric. I know that for several years the only time I experienced this feeling was on the fourth day of vacation. The first three days I would be decompressing and winding down, still sort of in the work stress mode. The fourth day would be wonderful. I would be fully present with my family and enjoying every second. The last three days I would be starting to stress about all the stuff I would have to do when I got back. That fourth day though, that day was amazing. Wouldn't it be nice to live in the fourth day of vacation? Well we can't, at least most of us who work can't, but we can have the fourth day feeling every day.

Putting your life in balance will allow you to have the same peacefulness that comes on the fourth day of vacation. You will not be worrying about things. You will not feel stressed or overwhelmed. You will be fully present with the people that you care about and experience each day in a new way. This does not mean you will never have stress or worry, it means that it won't happen very often.

Writing this book has been on my heart for years and floating around aggressively in my brain for the last 24 months. Finally, I could not ignore the signs anymore. Every time I ran across another person who had lost a relationship in pursuit of a dollar, the thoughts stirred again. When I saw a man or woman who had achieved financial success at the cost of their health the thoughts rumbled again. Whenever I would hear of another teenager making poor choices that had a major impact on their future because they didn't have a parent who was available to talk it drove me crazy. Remember, this book is not about the evils of making money or building a career. Quite the opposite in fact. This book is about how to actually have a better career, better relationships, and a better overall quality of life at the same time. It's about how to achieve your goals with the people

you care about right along side of you, instead of achieving your goals at the expense of those you care about.

What you will learn in the pages that follow is not based on some altruistic hypothesis; it is based on a proven way of living and being. These concepts have allowed me to live a life of abundance in multiple areas. It took some time to develop as you will see, and I have had my share of adversity. You will, as I did, have to let go of some old paradigms that you carry with you that influence what you do and how you do it. That won't be particularly easy, but if you want to get to second base in the great game of life, you have to leave the safety of first. If you want your boat to sit higher in the water, you've got to get rid of some weight.

“Live Full, Live Well” is a way of life that is going to allow you to achieve so much more than you may even have considered was possible. You will have more joy, more peace, more fulfillment and more success in your life than before you picked up this book. There are many exercises in this book. Please do them. My goal in the pages to follow is not to make you wrong in what has been your approach to life so far: rather my goal is to provide you ideas and ways of looking at things that may help you overcome challenges and frustrations that you have dealt with, so they might be avoided in the future. Simply reading this book can help you, but actively reading and participating in the exercises will change your life. For as Confucius said: “What I hear I forget, what I read I remember, but what I do, I understand.” Once you truly understand how what you are reading and experiencing can change the quality of your life, I am confident that this approach will become part of your daily foundation. Well, off you go now. Keep your mind open, and enjoy yourself.

Chapter 1

Lessons from the Canoe

Fishing is a love of mine. I was fortunate as a child to have spent many years living in a home on the Magothy River, which is a major tributary of the Chesapeake Bay, in Arnold, Maryland. I fished everyday from the ages of eight to eighteen, and still get the same joy from fishing today as I got as a kid. During college I met Scott Walker, who would become one of my very best friends from that time forward. Scott also loves to fish. All through our years of college, I heard stories about Scott's family's "camp" in Canada and how great the fishing was there. Now, when I was a young angler, I use to read magazines and watch shows about how spectacular the fishing was in Canada. One particular fish that I learned about was called a Northern Pike. This beautiful creature can grow to as much as five feet long and is the big brother species to a fish I loved to fish for called a Pickerel. I salivated at the idea of one day getting to catch the great Northern Pike.

However, growing up in a household of extremely modest means, we seldom traveled more than a few hours away, and I never believed for one second that I would ever get to a place as far away as Canada, much less get the chance to actually fish there. So, you can imagine how excited I was when one day in the fall of 1987 I finally arrived at the Walker Camp in Ontario, Canada to do some fishing. The place

was incredible! I had that same excited feeling I got when I was a kid and it was Christmas morning. I couldn't wait to go fishing. Some of the other fine fellows who were with us had already commandeered the row boat and ventured out onto the lake, so Scott and I grabbed the canoe that was sitting beside the cottage, carried it down to the dock, and set it in the water. We then meticulously loaded the canoe with our fishing rods, tackle boxes, life jackets, paddles, net (with which to scoop up our undoubtedly large catches), and our cooler. We were ready! We were giving each other high-fives and laughing, and we absolutely could not wait to get out onto the lake. We then climbed carefully into the canoe and got ourselves situated while we held on to the dock. With smiles on our faces we excitedly pushed off from the dock to begin our fishing extravaganza...and proceeded to immediately flip over, sending all of our gear to the bottom of the lake.

Webster's Dictionary defines the word balance as: "to bring to equilibrium." It would follow then that having balance in one's life would mean to have personal equilibrium. That would mean a person could not be weighted too much in any one direction. The canoe has many lessons it can teach us about balance as it relates to ourselves and our interaction with our environment and circumstances. If I am in a canoe and I am sitting peacefully in the center and paddling across a quiet, calm lake, the canoe is balanced. If a motorboat goes roaring by and the waves from its wake cause my canoe to rock, as long as I stay centered and peaceful, I'm okay with the boat rocking. By staying centered despite my environment, I remain in balance. If, however, there are no waves from a passing boat and I shift my weight too quickly to the left or right in my canoe, I will lose balance and my canoe will flip over and send me for an undesired swim, as my buddy Scott and I found out so many years ago. The lesson to learn from this illustration is that when my

environment changed, I could stay balanced. It is during my shift that my balance can be lost.

One of the greatest certainties in life is that our environment (circumstances) will always be shifting and changing. If I were back in my canoe and the waves came and I moved at the same time, I could flip even faster than I would flip without the waves. Actually, without waves, I might be able to regain my balance and right my little ship without going for a swim. With the waves however, there is little hope that I stay dry once I've initially lost my balance.



“One of the greatest certainties in life is that our environment (circumstances) will always be shifting and changing.”



The turmoil that we all create in our lives as a result of living out of balance is what I call self-inflicted crisis. Before I expand further on this concept, it is important to recognize that what constitutes a crisis is a completely individual thing. A college student who has an exam tomorrow and hasn't been to class for a month and cannot even find the book for the class, is in a crisis. A married couple that is struggling to the point of contemplating a divorce is in a crisis. You may think to yourself that these two examples of crisis are in no way equal, and from an outside perspective that is probably true. However, from the standpoint of what the people involved are experiencing each crisis may be similar in intensity. While certainly the student's crisis will last only a few hours, I would submit to you that those few hours for that student, given the frame of their life, are every bit as traumatic to the student as the weeks or months of turmoil are to the married couple. When we are in crisis, whatever

that represents to us, that state of mind rules our thinking for however long the crisis lasts.

Self-inflicted crisis makes up the majority of all the crisis that most people deal with in their lives. Now you might sit back in your chair right now and say, “Todd, I do not inflict crisis on myself, and you are a crazy man if you think I do!” My craziness is not relevant, and I am not insinuating that you or anyone else inflicts crisis on themselves on purpose, but that actually is a moot point anyway. Whether we mean to do it or not, once we have a crisis on our hands we have to deal with it. Whether we jump from a balcony, fall from a balcony, or get pushed from a balcony, once we are off of the balcony we now have to deal with the crisis that we are in the air and on our way down! At that moment it becomes irrelevant how we left the balcony. We will be totally focused on how to land without hurting ourselves.

The majority of all self-inflicted crisis can be traced to one single word. That word is neglect. Neglect of anything of importance over time leads to crisis. The final neglect, which takes something from an impending crisis (which we may or may not know is coming) to a full blown crisis that now has our undivided attention, is what I call the “Butterfly Effect” neglect. (1)

If you are not familiar with the Butterfly Effect, it is the scientific theory that the flapping of the wings of a butterfly in the South Atlantic Ocean off of the coast of Africa is the final impetus that begins a hurricane. In simple terms, the theory is that all the forces are in place for a hurricane to form and all that is needed is one more tiny movement of the air, which is supplied by the wings of the butterfly.

This is the same way that neglect works as it relates to crisis. We neglect something over a period of time and eventually it

accumulates to the point where one more instance of neglect, the Butterfly Effect neglect, brings the crisis into play. In tangible terms, it could be the doughnut that someone eats that leads to the next piece of plaque that finally clogs the artery that leads to the heart attack. It's the last broken promise that finally breaks the trust of the child with the parent. It's the last little inconsideration that causes a marriage to end. Obviously, one doughnut, one time not keeping your word about playing catch, or one time not calling when you are late are not things that of themselves we associate with crisis. However, the neglect of the body over time will lead to a health crisis, neglect in the parent role over time will lead to a crisis with a child, and neglect of a marriage over time will lead to its dissolution. The doughnut, broken promise, and little inconsideration are the Butterfly Effect moments that finally reveal the building storm from the accumulation of neglect. The truth about neglect as it relates to the truly important things in our lives is that what we neglect will ultimately dominate us. If we neglect our health, at some point (and it is not an "if" but a "when") a health crisis will dominate our life. The same is true for any important relationship. Neglect your spouse too long, and the crisis that develops will dominate your life.



“What we neglect will ultimately dominate us.”



I can guarantee you that if you have been living out of balance at all, then you have been experiencing, in some way, the lasting implications of neglect and its corresponding role in crisis. As you apply the concepts that you will learn through this book, self-inflicted crisis will disappear. When you eliminate the self-inflicted crisis that comes from neglect, you will be amazed at how easy life becomes. We cannot completely eliminate crisis in general from our lives because we live in interdependent households, work in

interdependent workplaces, and interact with a society of people...most of whom are out of balance. There will still be crisis that you deal with from someone else's neglect or stupidity or carelessness. I call this "life happening" to us. The pipes burst, some knucklehead runs a stop sign and smashes your car, someone at work drops the ball and it lands in your lap, and the list can go on. Life is going to happen to all of us. Maybe you've heard the old saying that "Life is what happens to us when we are making other plans." Here's what you will notice, when someone else does something or has something occur that causes you to become involved in a crisis, it will be much easier to deal with it than ever before.

When we live out of balance we will tend to have multiple areas of our lives that are suffering the strain of neglect and are therefore teetering on the edge of crisis. As soon as a crisis occurs, be it self-inflicted or externally generated, we suddenly become focused on the crisis, because that is simply the nature of how we react to crisis. While we are dealing with the crisis at hand, the multiple areas that were teetering now become neglected more severely, which tends to create more crises. It becomes a domino of crisis that leads people to be constantly in a state of crisis management, going from one crisis to the next.

As you implement the principles you learn, you will completely eliminate self-inflicted crisis and the idea of crisis management from your life. You will experience, as I have, that there really isn't too much crisis inflicted on you externally. This paves the way for a more joyful, more fulfilling, and more productive life.

Life balance, by my definition, is participating fully in all the important roles in life. In our lives we all have many important roles. We might be a businessperson, a parent, a spouse, a child, a student, a teacher, a coach, a mentor, a player, the head of a household, and

more, all simultaneously. I will help you zero in on all of your roles and the importance of being efficient and effective in each of them in the next chapter. When you have a role it typically means that your actions will be directly and indirectly affecting other people.

Each and every person that you affect through your various roles has an element of dependence on you, whether you are aware of it or not and whether you like it or not. This means you have a responsibility to perform in your role to the best of your ability, or there will be undesired consequences for yourself and for those with whom you are interfacing. Balance is absolutely crucial to efficiently performing in your roles. Let's look at the saga of "Fictitious Bob" as an example: Bob has the role of breadwinner and the role of father (he's got many more roles than this, but for this example we'll just work with these two). He works long hours at his job as a sales manager for a construction supplies company, leaving the house at 6am and getting home most evenings at around 7:30pm. On average he entertains clients about twice per week, and on those evenings he gets home around 10pm. Bob's son, John, who he loves dearly, is a 14-year-old boy in his first year of high school. The first year of high school is a huge adjustment for a child (as I write this I have a son who is a sophomore and a daughter who is about to enter her freshman year) and John's encountering all kinds of new influences in school, as well as struggling with a variety of new emotions, feelings, and thoughts. John needs his father's help and support right now. In his mind, he has no one to talk to about things like girls, fears, peer pressure, etc.

The challenge is that Bob is not available. Bob is so busy with his role as breadwinner, that he's not showing up for his role as father. A boy John's age needs a father to be available whenever he has issues. He needs a father to help him feel significant. (2) A father, who is only there for him occasionally, for John's purposes, is almost like no father at all. Bob, as we have seen by his schedule, is not home at all for practical purposes a few nights a week, and other nights he is

home physically, but mentally he is still thinking about work. Even when he is home, he is not truly available, and seems distant and content to relax and watch television. After a while John starts making many decisions, not in light of fatherly advice, but based on his own wisdom, which is the sum total of his limited life experiences. Or, worse than that, a male figure, most likely a friend, begins to be the male influence that factors into John's choices. Does Bob really know what kind of friends John is spending time with? No, he is not involved in John's life enough to know. Before you know it, John is involved with alcohol or drugs, is having sex or skipping school. When Bob finds out, he is shocked. How could John do something like this? He has always been such a good kid! Society sees John as a troubled kid and at the same time sees Bob as a hardworking father who is doing the best he can for his son. In reality though, John is a teenager who needed a father's guidance and couldn't get it. Bob, on the other hand is seen as the underappreciated father who "works so hard to provide for his boy, and look what it gets him!" In truth, Bob only works hard at his job. He isn't working hard at being a good father. This has nothing to do with whether or not Bob wants to be a good dad. It has to do with the fact that Bob doesn't have balance in his life, and it's hurting his roles and those affected by his roles outside of his job. This role challenge is directly affecting the life of his child. The ironic thing is that Bob, like most dads, would gladly give up all of his business prosperity if that's what it took to help his son.

A notable part of this fictitious example is that it only involves two of Bob's roles. He has other roles that are no less important than the two I described, and those roles continue to exist regardless of Bob's challenges in these two. The scary part of this example is that it is only fiction because I chose not to use a real person. The names are changed to protect the guilty! I also could just as easily have used "Fictitious Betty" because this type of balance issue is as prevalent for

women as it is for men. I could go to the majority of the households in any neighborhood and give you a real life example of similar magnitude. I would bet that there are situations around you right now involving people you know that are examples of this kind of occurrence.

Balance is imperative in order to have a high quality of life. Through the pages of the chapters that follow you will understand why balance is so difficult to reach, but also how making the effort to reach it will add joy and fulfillment to all areas of your life. You are substantially more productive and efficient in your work-life when you have overall balance. You may struggle with this concept at first brush, because you might be locked into the “time invested equals productivity” paradigm. If you are not exactly sure what a paradigm is, it is a commonly held belief that may or may not be true. (3) For example, for centuries there was a paradigm that the world was flat. Everyone believed this, but obviously it was never true. It has always generally been thought that the people who spent the most time at the office got the most work done. The recent advancements in technology have begun to change that line of thinking because someone can be anywhere and be working in today’s society.

However my premise for feeling that time invested does not equate to equal amounts of productivity relate more to what a person deals with in their life. Any crisis involving an important relationship will greatly hinder someone’s productivity because they will simply not be able to focus. Therefore, I believe it is your state of mind, and the quality of your efforts which shapes your productivity. Being in balance allows you to function with complete mental clarity, and therefore at a high level, most of the time.



“Any crisis involving an important relationship will greatly hinder someone’s productivity because they will simply not be able to focus.”



When fictitious Bob finds out what kinds of choices his son is making, how do you think he will feel? When he confronts John and finds out that John has become distant from him and doesn’t trust him, and feels he isn’t loved or cared for, what kind of impact will that have on Bob? Do you think it will only be an issue in his mind when he is home? Of course not. When Bob realizes the degree of this crisis, it will dominate his thought-life. When Bob is on the job he will have difficulty being focused, attentive, creative, or joyful. Bob will be in an important meeting and instead of focusing on what is going on, he will be thinking about his son. He will be sitting at his desk, and instead of doing his work he will be staring off into space contemplating the situation. Wherever Bob is his mind will be on John. He will not only be ineffective in his job, but he will also struggle in the other roles that I haven’t even discussed.

The crisis Bob faces in his father role will not be a quick fix either. It could be something that influences Bob’s life for years to come depending on the depth to which the problem has grown. Relationships, just like people, don’t typically develop a major sickness over night. A relationship that has become unhealthy has been suffering from neglect for a long time; correspondingly, it will take a long time to mend. When you are balanced you are clear-headed and operate at your peak effectiveness, because you are not shackled with the emotional problems that are born out of neglect. This is the reason I refer to this way of life as “Living Full and Living Well.”



“When you are balanced you are clear-headed and operate at your peak effectiveness, because you are not shackled with emotional problems that are born out of neglect.”



Operating with a mind free of clutter will give you the ability to have a laser-like focus. You truly will be wherever you are. You will never have to deal with worrying about things you didn't do, or need to do, or those nagging things that you know you have to do but can't quite remember what they are! Your productivity in all aspects of your life will increase dramatically. A balanced person will always outperform a workaholic over a period of time. The workaholic might get more results in a given week or month, but over the long haul the balanced person will yield a greater result. A workaholic may be very active, but that doesn't ensure productivity. A balanced person will perform at a higher level in 40 hours than the unbalanced person will in many more hours.

If we take this concept to a broader scope, we begin to understand that an organization composed of balanced individuals will always beat the competition in the long run. People living in balance are more joyful and focused and therefore do a superior job in whatever they are working on. A company of balanced individuals will have better workplace dynamics thereby creating an environment that is conducive to productivity and is attractive to outside talent. People will learn of the work environment and clamor to work there. The internal dynamics only represent half of the story. Externally, the company will quickly put distance between themselves and the competition. Obviously, high worker productivity will be reflected in the bottom line, but the other major enhancement to the bottom line will come as a result of how the customer will ultimately be treated.

Customers will be treated in a way that makes them feel valued. It will happen automatically. When an employee is feeling good, they will naturally reflect this in the way they deal with the customers. Everyone from clerks behind the counter to salespeople on the street will perform at a level that customers will notice. A customer has an “experience” any time they interact with a company on any level. Any time the experience is positive it leaves an indelible impression on the customer. The people who work for the company are the face of the company to the customer. They are the customer’s experience.

I have had bad meals in restaurants before. Some of those restaurants I’ve returned to and some I haven’t. What determined whether or not I ever had another meal in a restaurant where I had a bad meal? The people experience. How did they handle my situation? Was the server friendly and attentive? I’m not a person who complains very often, but I pay close attention. How did the management interact with the wait staff? Conversely, whenever I have had a bad experience in a restaurant that was based on how the employees treated me as a person, I have never returned to that particular restaurant, regardless of the quality of the food. I cannot tell you if any of my experiences in restaurants were due to the servers lacking balance, because I did not stop my meal and interrogate the server. I only provided this analogy to bring home the point that the people of a company are the product that will bring people back to that business. People in balance therefore, because of the way they conduct themselves, are always going to bring people back.

Obtaining a balanced existence is difficult because we are all conditioned to be unbalanced. We grow up in unbalanced households and therefore have been role-modeled to be out of balance. We’ve grown accustomed to living frantic, crisis management style days. It started with watching our parents rush around because they were late and led to us cramming for exams

because we were late to study. These are symptoms of an unbalanced existence.

Changing your unbalanced mode of operation will require making some changes in your daily routine. It will probably mean giving up some things and saying no to some other things. Ironically, it will mean slowing down in order to go faster. I realize that this might not make sense yet, but trust me. It is true, and you will learn how to do it. I have been living these philosophies successfully for years. The principles that I live by, which I am sharing with you, allow me to accomplish more in five hours than most people will accomplish in their entire day. I'm not bragging. This doesn't make me any better than any one else. I've simply developed some life principles through reading, studying and experience that I have implemented, and they work incredibly well. What's even better is that anyone can do what I am doing and enjoy the fruits of a balanced lifestyle.

Getting your life structured to be in balance will require many elements. Prioritization, time allocation principles, core values, life roles, and natural areas of competence and strength will all be intertwined. It will also involve getting real with yourself about a variety of societal driven issues relative to image, gender expectations, material acquisitions, and job titles. I caution you that some of these issues could cause you sleepless nights while you wrestle with what is and what is not truly important.

Finally, once you have achieved clarity and a plan for living a balanced life and are enjoying the quality of life balance brings, you will have the ongoing challenge of living a balanced life in an unbalanced world. Just because you have clarity about your roles and how to perform at your peak in all of them on a daily basis, won't mean that those intertwined with your roles will be accepting that they aren't your only role. Don't sweat this either. I'll help you with this aspect of the transition. I cannot stop the environment of your

roles from continually changing; that's life, and remember life happens to all of us! What I can do is prepare you for those constant changes. You will find that when you lead a life that is balanced, changes in your environment are exciting. Environmental changes will represent new possibilities, instead of frustration, fear, or feelings of being overwhelmed. You will still experience these feelings because that is human nature, but they will be short-lived. Everyday can truly be a chance to make lemonade out of what the unbalanced person would view as lemons.



“Life happens to all of us!”



Those of you who are already high achievers in business may struggle with some of these concepts initially, because you may view your lack of balance as a key factor in the business success you have achieved. You are surrounded with the fruits of your labor, and can easily point to these fruits as justification that being out of balance works to achieve success. I cannot and will not refute you on this point. What I am saying is that this same success can be achieved with balance and at a much reduced cost to the other truly important things in your life, and the lives of your staff or co-workers.

Have you ever stopped and looked at the empire you have created and thought to yourself that something is missing? You have reached great heights in business and stand on ground that a very small percentage of people stand on financially. However, how are the relationships that really matter to you? How is your marriage, and/or your children? I don't mean what kind of material possessions do they have or to what kind of school you can afford to send them. I mean, how is your relationship with them? How about you? How is your health? How much of your active life did you sacrifice to have

your business succeed? When you really look closely at the person in the mirror are you truly happy with who is looking back? I'm not afraid to pose these questions to you or anyone else because these are questions I have posed to myself. Would you give ten years of your life, meaning die ten years earlier, for ten million dollars? Trust me on this one, if you are incapacitated well before your time and death is imminent, you would gladly trade all of your business success to get your health back, or for just a few more precious days with your children. You will not lay in bed in your final days and wish that you had made more money or that you had worked more hours. You will instead ponder how you could have let this happen to yourself. You will reflect on how much you love certain people and wish you had spent more time with them.

Do not misconstrue my premise. I believe strongly in making money. I believe in adding to the economy, providing jobs, and creating abundance. Those are all good things. I just don't believe that you have to sacrifice all that is truly important to do it. I once sat in a seminar many years ago that was conducted by Hiram Smith, time management guru, while he talked about the I-Beam. This fictitious beam stretches from the top of one (no-longer existing) World Trade Center tower across to the other. This is more than a thousand feet in the air and somewhere around a hundred feet across. At this height the wind gusts hard on a regular basis. Hiram posed the question: What would you cross this inches-wide I-Beam for? Would you cross it for a million dollars? I know I wouldn't. Would you cross it for ten million dollars? Most people would still say no. There probably isn't an amount of money for which most people would risk a very real possibility of death. Now, let's consider another scenario. Let's suppose that your child or someone else that you love dearly is in a situation where they will die if you don't cross the I-Beam. Do you think you would cross it now? Of course you would. I don't need to know you personally to know that is true. Now, here's the moral of

Mr. Smith's story; what's more important, the money or the life? Yet how much time do you spend working on getting more money, and how much time do you spend with your children or other loved ones?

The pages in this book can change your life, and it won't hurt your ability to further succeed in business one bit. As a matter of fact it is going to help your business. You will treat your employees better, have more compassion, and inspire greater loyalty in your people. Your people will work more efficiently for you, and your profits will increase. Absenteeism will decrease substantially, and more qualified people will beat a path to your door to be part of your company.

Read, reflect, take notes, do the exercises, and use the worksheets that are found in the pages to follow. I promise you that if you follow the teachings in this book that the quality of your life will improve dramatically. Life can be a tranquil canoe trip. You can handle the waves and the rapids. You can speed up your canoe or slow down your canoe, but follow me and you won't tip over!

Balance Tools – Ingo Fechner

Check out balance-tools.com for excerpts and audio samples.

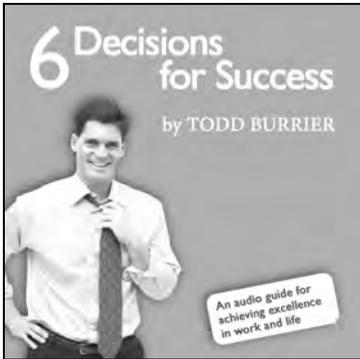


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Todd Burrier 's Success & Balance Series

6 Decisions for Success



An audio guide for achieving excellence in work and life (Audio CD)

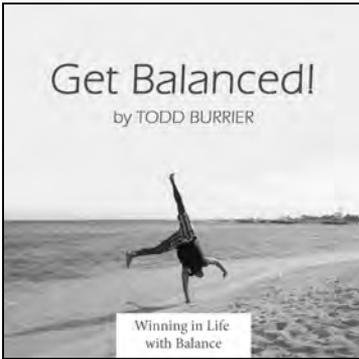
The Six Decisions for Success is an inspirational how to for anyone pursuing any endeavor. Successfully accomplishing something is truly a choice. There are many aspects to ultimate achievement, from goal-

setting and planning, to execution and follow-through. Whatever you endeavor to do and whatever stage of pursuit you are in, you will face difficulty, and usually the degree of difficulty will increase with the size of the goal. Triumphant is about the choices you make along the way. These choices are the 6 decisions. Anyone can succeed. It is simply a matter of following these fundamental truths and deciding to succeed every step of the way!

Audio sample: <http://www.youtube.com/user/BalanceTools>

Get balanced

Winning in life with balance



(2 Audio CD Set)

The balanced approach to kick out crisis and have more joy, fulfillment, and productivity

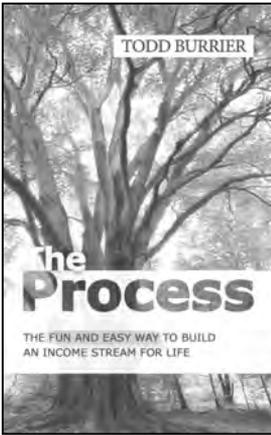
Too many people in today's society are stressed, in poor health, and have troubled relationships. Life doesn't have to be that way! Take a journey with Todd Burrier and see

how developing balance can lead you to a more joyful, fulfilling, and productive life.

Todd Burrier 's Network/ Referral Marketing Series

The Process

The fun and easy way to build an income stream for life



In this book the acclaimed writer and network marketing trainer Todd Burrier teaches you a step by step „Process“ that everybody can use to build a residual income from home. Todd Burrier is a top leader in the referral marketing industry. In addition he trains corporations of all sizes in leadership, and has authored numerous personal and professional development materials and books. Whether you are a beginner or an experienced networker you can benefit from his 25 years of experience

in the business.

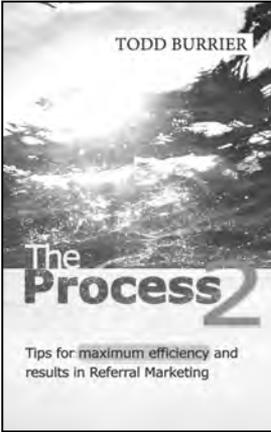
The Process shows you how to successfully develop your network in a natural way, regardless of your current situation. The key factors are authenticity and honesty. Honesty is the best policy and Todd is a living example how far one can get with just being real and respectful. Todd shows you how to follow up and gain the confidence of your potential customers and business partners.

Let Todd inspire and accompany you on your own path building an income stream for life through referral network marketing.

Also available in German, Dutch, Italian and Spanish.

The Process 2

Tips for maximum efficiency and results in Referral Marketing



Enthusiasm and belief are the driving forces in referral marketing and approach, information, follow up and serve are the core activities. This book will help you to be as effective as possible in these activities. Don't let chance determine your success. This book provides answers to the most common challenges faced in the daily work of a networker.

How to maximize your effectiveness when your time is limited

Prioritize your work in the right way

How to track your contacts for maximum results

Open the right doors in your approaches

Use your energy effectively and create momentum

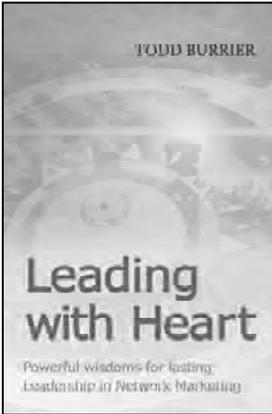
Transform your doubts

How to provide outstanding service

Leadership and soft skills

Leading with Heart

Powerful Wisdoms for lasting leadership in Network Marketing



This is an unprecedented time period in the Network Marketing industry. As of now, this industry is approaching \$200 Billion in worldwide revenue and the growth rate has surpassed 6% annually the last 4 years. It has reached the point where it is no longer questioned as a viable way to create a long term income - and it's just getting started. Not only will more and more people be looking to this industry as the answer, but as technology continues to advance, the ability to build a network marketing business in minimal time per week across the world will get easier to do.

But technology alone won't make you successful. Building a lasting residual income requires true leadership.

This book will guide you in becoming and remaining an authentic leader. Everything of value requires patience and persistence. Overcome the obstacles, master the challenges and develop your competency AND your character. Authentic leadership is about helping others first and comes from the heart.

Let Todd inspire you with his special leadership style he has developed over many years. This book with the 44 powerful wisdoms is a must for every aspiring networker and leader.