

Doing Good Without Burning Out

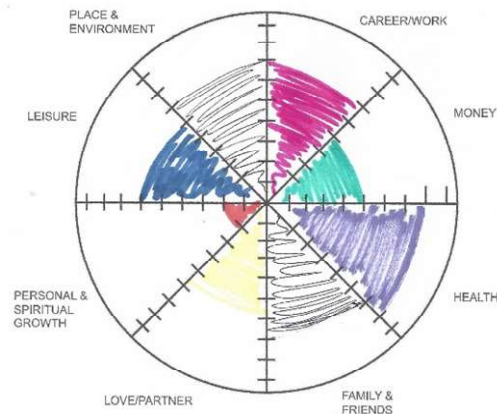
Additional materials for CEE fundraising conference session

Thanks for attending my session at the CEE conference! Below are some additional materials that you may find useful in navigating some of the issues we touched on in the session – from finding balance in your life through to maintaining a sense of calm as your default mental state.

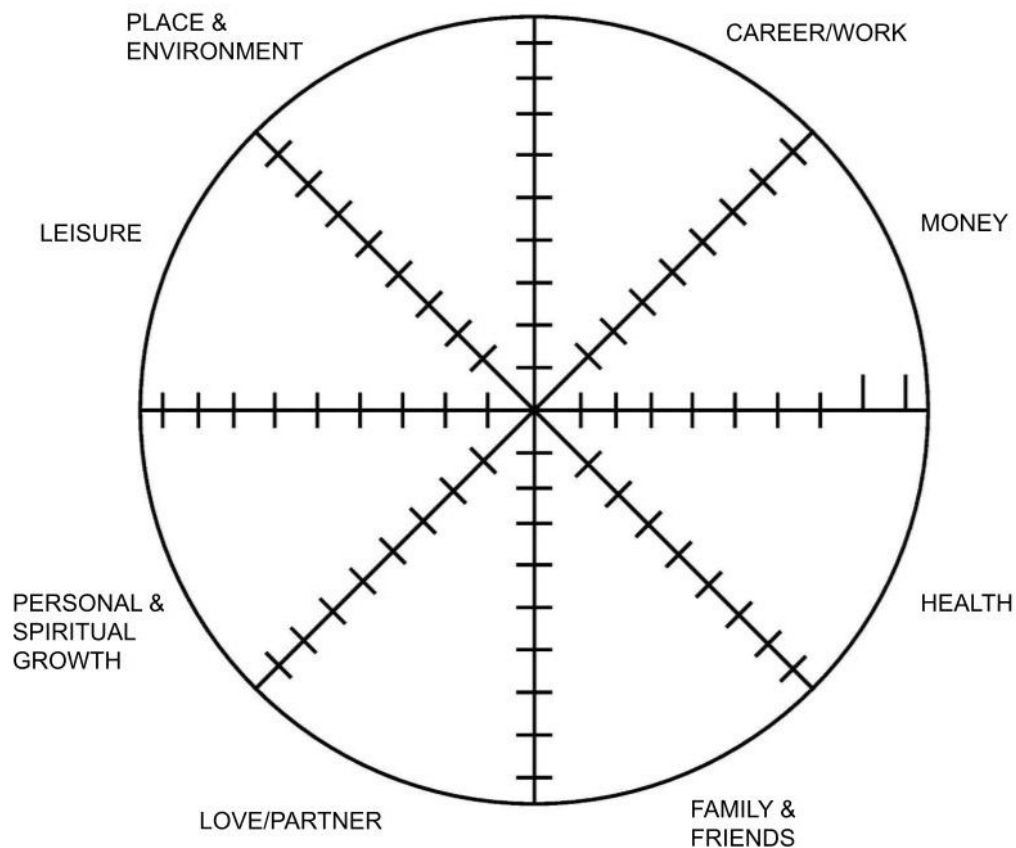
The Wheel of Life *Finding balance*

You can use the diagram on the next page to reflect on how different areas of your life are going, and to identify which ones (if any) you'd like to give more attention to.

Simply look at each area of life and think about how much you are flourishing in it – rating it from 0-10. You can colour in the portion of the wheel with your rating – like this:



Now, fill in your wheel and see how your life balance is looking!



If you'd like to explore any things that arise from this exercise in coaching, you can book in a free Discovery Call with me [using this link](#) to discuss the options.

Time management

A simple suggestion for managing your time is to divide each day (and, if necessary, each week) into blocks of time, which enables you to focus on each thing properly and make sure you allow time for all your priorities. For example:

- **At work** - divide the working day into blocks of time for single tasks so that you focus on each one without getting distracted, as that's the most effective way to use our brain. This includes specific times (perhaps at the start and end of the day) for checking emails, and a generous block of time for a creative or challenging task, at the point in

the day where you're at your best. For me, this is first thing in the working day.

- **Outside work** – you can use bigger blocks outside work to find time for other things – including finding space for yourself and doing nothing. Respect each block and don't let other blocks encroach on it. If you have an action for another block while you're in one, then write it down and go to it later.

Example – a client was trying to work a 4-day week, but was struggling to take Fridays off, as work kept seeping into this free day. So, we made her see Friday as a 'block' of time that was booked up – but for doing whatever she wanted. She had to respect that block of home time, even if she was using it do nothing, so work couldn't touch it.

Useful articles

These resources all appear on my website – links are provided in the titles below.

- **[How to calm a busy mind](#)** – how 'fishing for useful thoughts' can help us keep a clearer, calmer mind
- **[Boundaries as a gift](#)** – how to see setting boundaries as a gift for other people, rather than something to fear
- **[The importance of feeling calm](#)** – how to set 'feeling calm' as your default state, and the radical difference this will make to your life

Useful books to read

The Brain at Rest – why doing nothing can change your life

Dr Joseph Jebelli

Life – and how to think about it

Richard Docwra

The Chimp Paradox

Prof Steve Peters

Tell a colleague!

Please feel free to pass this document on to colleagues or networks if you think it could be useful for them.

Get in touch!

Do get in touch if you have any questions or would like to discuss how I could help you – **rdocwra@hotmail.com**