

A Free Mini-Guide

3 STEPS TO  
RESTORE  
YOUR  
WORK-LIFE  
BALANCE

*@Sandrine Marlier*



# Introduction

When life gets busy, we tend to prioritize urgent over important. This can create mental, emotional or physical imbalance, if left unchecked.

Having a work-life balance is key to maintaining good health, sustaining energy and enjoying life fully.

In this guide, you'll discover how every part of your life is connected, and learn how to create an ideal work-life balance.

**Master these  
3 QUICK & EASY tools  
to evaluate, restore and  
maintain balance:**

- 1- The Wheel of life
- 2- Mind-Mapping
- 3- A Morning and  
An Evening Routine



# Tool #1: The Wheel of Life

## What is it? And why is it helpful?

The wheel of life gives you a quick snapshot of your life, as it is right now, which makes it easy to assess, without judgement, your level of satisfaction in the different areas of your life.

This is super helpful when you feel 'off' but are not sure what's really causing you stress or worry.

## WHEEL OF LIFE



## **How do I use the wheel of life?**

With a scale of 1-10, 1 being the lowest, 10 being the highest, rank your level of satisfaction in each area of your life.

You can add, modify and personalize each section.

Pay attention to areas ranked 5/10 or below.

## **Tips**

Don't overthink it. Remain curious and open, and write the number that feels right. It's not a test, love! Just an honest evaluation.

Most importantly, don't judge yourself. Change is constant and we can only do our best.

## **When & how often shall I do this?**

Do it as often as you feel like it, once a week, once a month. It only takes a minute or two with practice.

# Tool #2: Mind-Mapping

## **What is it? And why it's helpful?**

Mind-Mapping gives you a visual representation, as detailed as you like, of a particular topic you're concerned with, such as an area of your life you want to shift and bring into balance.

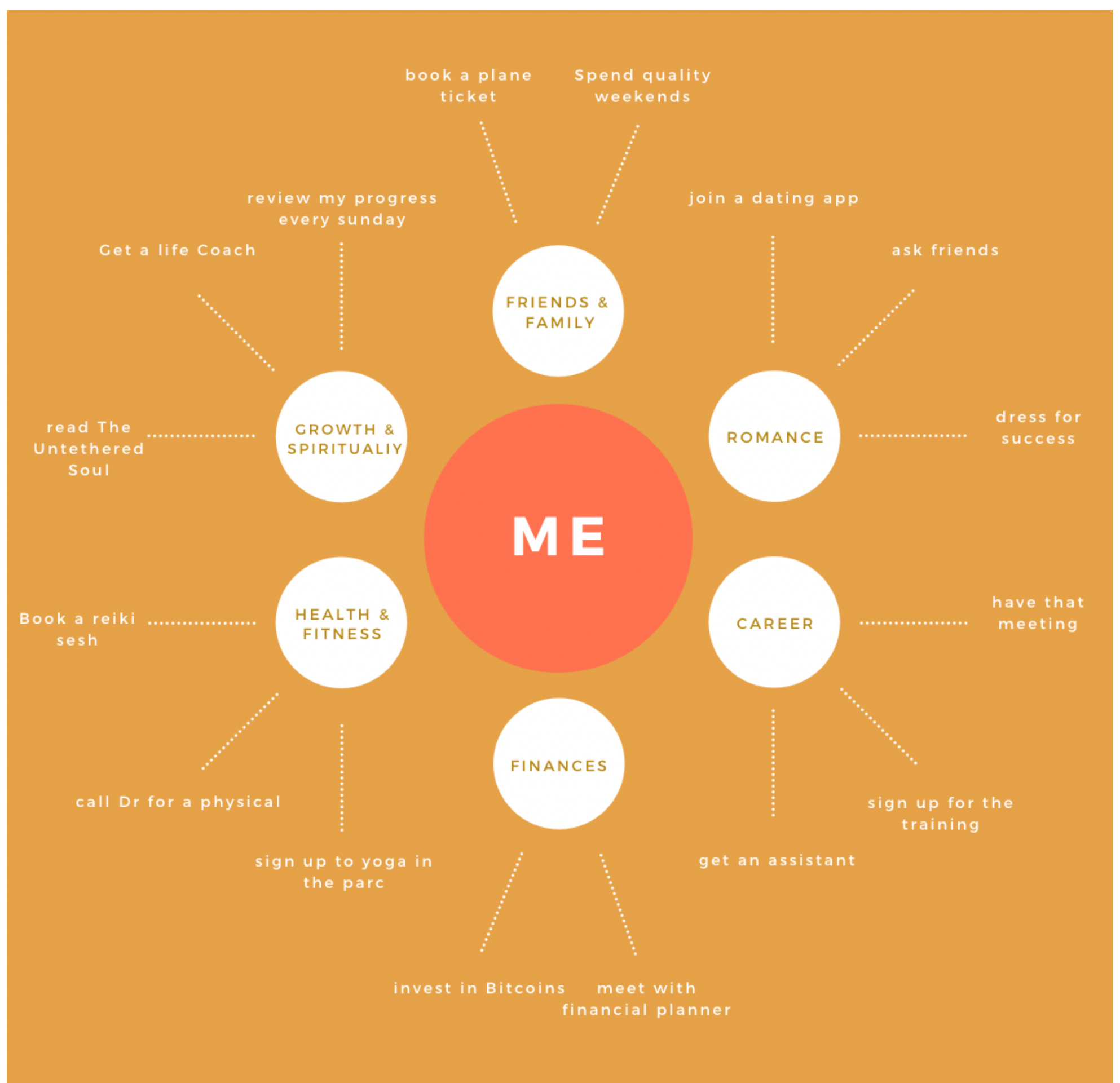
Its hierarchical structure shows the relationships between the pieces of the whole, which helps you organize and prioritize your thoughts and ideas with efficiency, while always having the whole picture in mind.

## **When & how often shall I do this?**

It's a great tool to use whenever you feel stuck and needing clarity. I like to do mine on Sundays to prep for the week; I make sure to include self-care and fun!

# How do I make a mind-map?

- 1- Start with yourself in the center.
- 2- Select a topic you want to explore and title your mind-map, both for reference and to stay on topic.
- 3- Branch out with specific tasks and look for connections between them.
- 4- Write a date and time when it will be done.

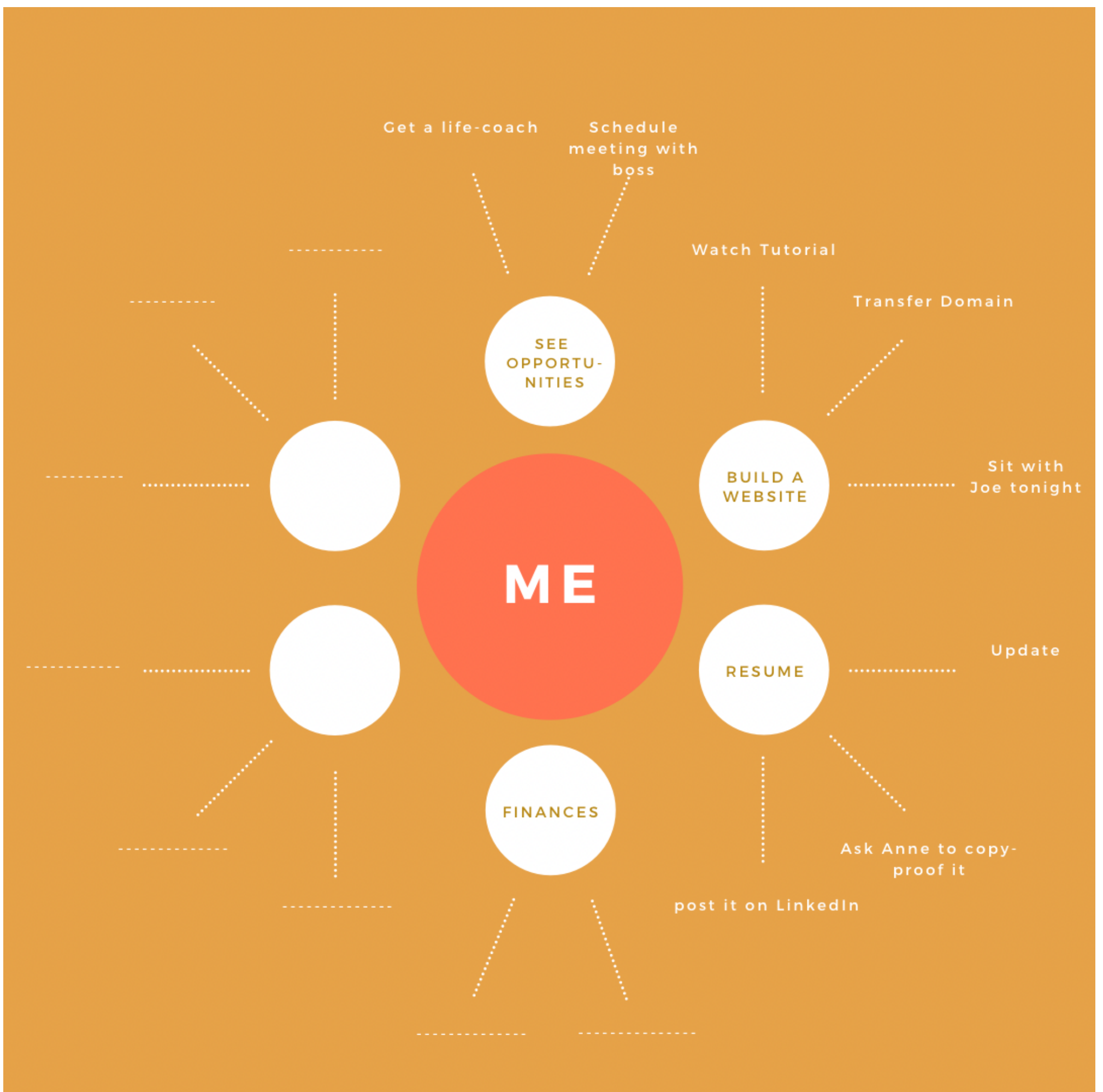


*All the areas of my life*

# It looks complicated, is it really easy?

Once you get started, yes, you'll see how easy it is to brainstorm doable actions to create balance in your whole life, and within one aspect of it, like in the example below.

There's no limit to mind-mapping. Be as wild and creative with it as you like. (I have even done my shopping list that way!)





# Tool #3 Morning Routine

Step into your golden hour



## my morning routine

- ✓ lemon water to detox
- ✓ meditation to center
- ✓ reading to inspire
- ✓ gratitude to open
- ✓ exercise to empower

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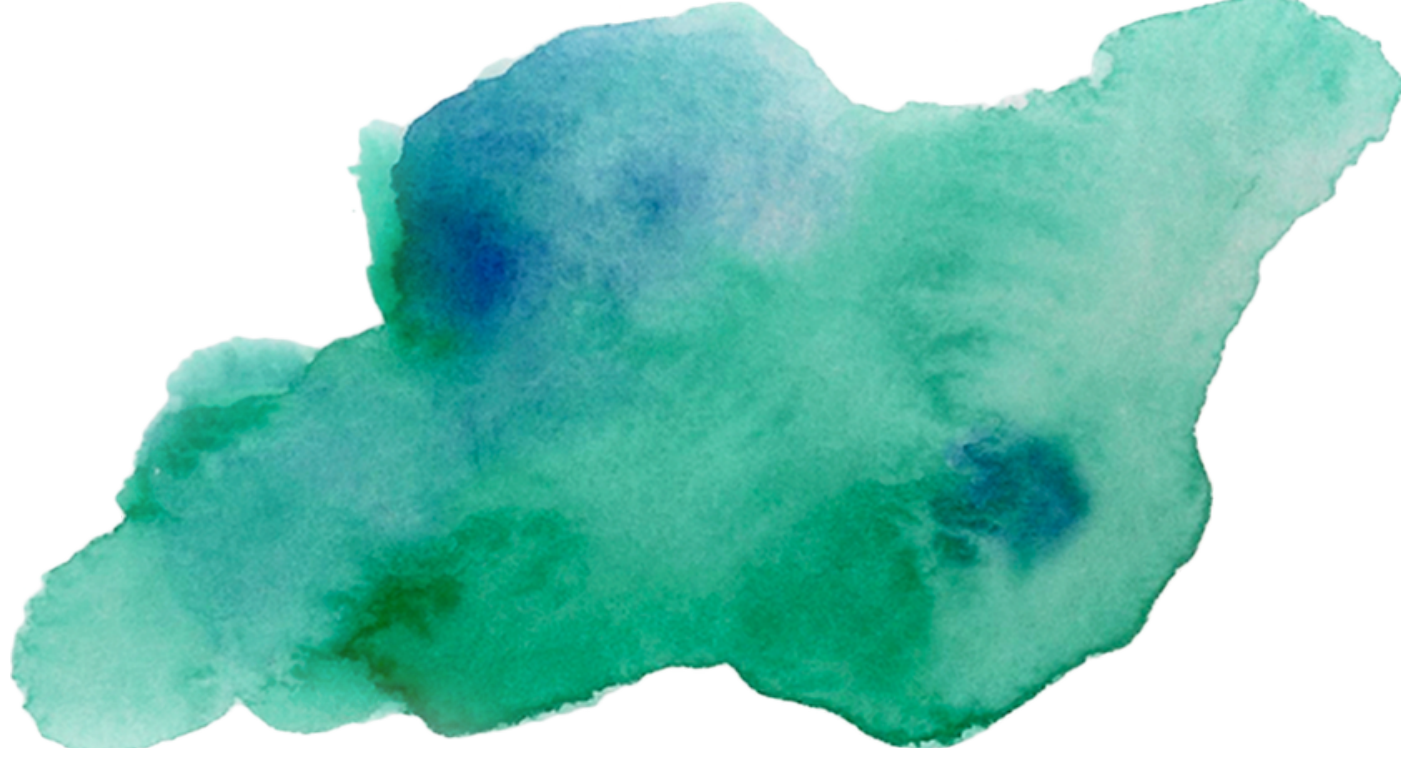
# Evening Routine

Step into your silver hour

## my evening routine

- ✓ herbal tea to relax
- ✓ journal to review progress
- ✓ meditation to process
- ✓ read a book

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# Review

What will you take away?

Write it down, and please share this guide with your friends, family and co-workers. I believe that real transformation happens when we take concrete steps to create change. Involving someone from our circle to hold us accountable is a huge key to success!

Practice these tools, make them yours and have fun with them! And remember: progress, not perfection. :)



IG: @sandrinemarlier  
hello@sandrinemarlier.com  
Sandrinemarlier.com