

A journey towards achieving a balanced life

Changing habits we formed years ago takes hard work and will power. If you are struggling for motivation, ask yourself, what would happen if you didn't change? This issue *Life and Business Coach* **Melanie Firth**, explains how to put your wheels in motion so you can achieve your goals and create change.

STAGE 3: GET ORGANISED!

Over the last two issues you have begun to re-address the balance in your life, firstly by identifying and examining the different driver categories that make up your life, then by prioritising within and between those categories.

You should also have your new SMART goals to help you focus on the changes you need to make and now it's time to write down some action points to help you achieve them. For example, if your new short-term goal is to have a new healthy eating plan in place by the end of August, then your action points may include:

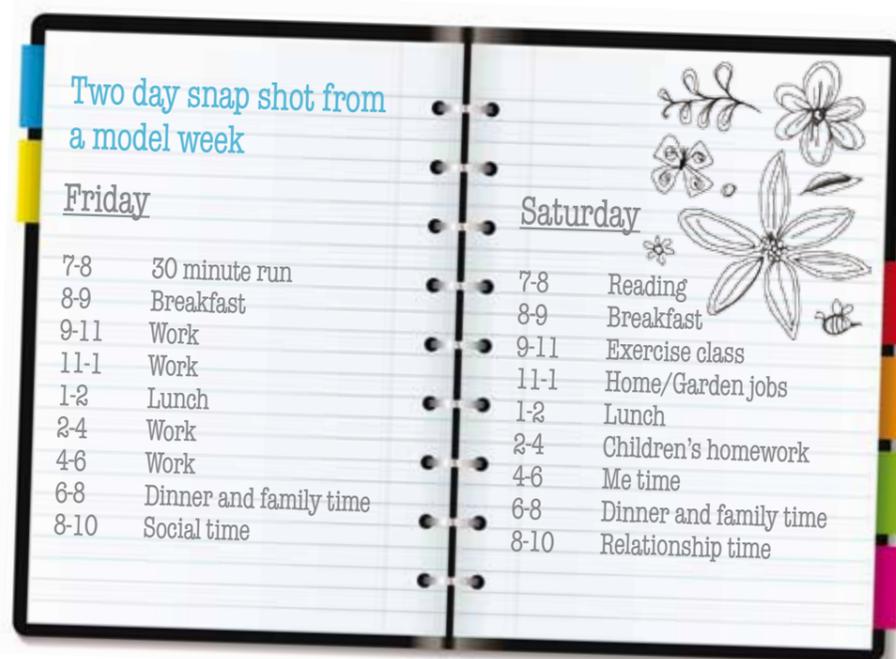
- Identifying 20 new healthy recipes
- Asking a friend to recommend a healthy eating advice book
- Researching some suitable supplements for all the family

To help you succeed in achieving your goals it's important to note that you should regularly update (ideally weekly) your action points and use these to act as drivers towards the end goal. Being organised makes all the difference to how quickly and easily you can achieve your goals.

Learning to use a model week

Some people are naturally organised, but the truth is ANYONE can be organised and anyone can learn how to plan ahead. Making changes and achieving goals is so much easier if you are organised. Take the goal above as an example. To ensure your family are eating healthily, you have to plan your meals, you have to have the right foods or ingredients in the house and you have to have enough time to prepare the meal. All these points take organisation and planning. So how can you make it easier to become organised? Create a 'model week'.

This is an organisational tool which helps you



plan your week to ensure you have time for all your driver categories in the right proportion and in the right places to keep your life in balance. The key is to remember that this is NOT a routine, you will not achieve this every week, this is what an IDEAL week would look like, a model week is something to work towards.

When completing your model week, keep in mind the changes you want to achieve with your SMART goals and design your week accordingly. Here's an example of two days just to help you get started...

Once you have your model week to aim towards, I would suggest setting some basic organisation rules, ones that work well include:

- Do it now! – don't put things off, you are only adding to tomorrow's to do list.
- Highlight three priority tasks everyday – this will help you stay focused and keep on track
- Write things down – treat yourself to a

beautiful notepad to write your daily tasks in.

- De-clutter regularly – you won't feel organised if you are living in chaos.
- Remember to say 'NO' – by saying NO to things which are least important, you allow yourself time to prioritise the things you believe are most important

The journey to finding true balance is certainly not easy, it's full of tricky decisions, difficult changes and hard work, but the end result is life changing. Remember to follow the three steps and see what you can achieve!

Melanie Firth is a leading Life and Business Coach, helping clients to overcome challenges and move forward in their lives. For more information see her website www.lifepracticebrighton.co.uk.



Plan ahead

Natural tools, tips and remedies to help you achieve your goals.



CALM AND CLEAR

Finding it hard to find the time or space to think about organising the different faculties of your life? Then take a deep breath and spritz your space and your body with this

Calm and Clear Australian

Flower Essence Mist. The combination of boronia, bottlebrush, bush fuchsia, crowea, jacaranda, little flannel flower and paw paw work together to encourage the ability to find time for one's self, to wind down and relax. Perfect for times when you feel over committed, impatient and rushed.

■ **Calm and Clear Australian Flower Essence Mist costs £14.95 for 50ml.**

MAKING TIME FOR EXERCISE WITH THE COUCH TO 5K APP



minimising the risk of injury.

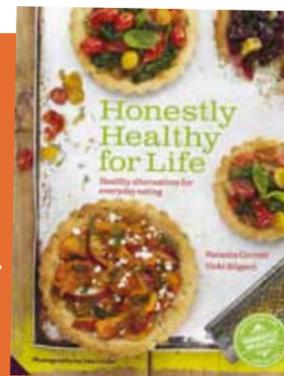
On the NHS website you can also find a pod cast and an online forum which hundreds of people across the UK are using to help them get through the nine week challenge. Plus there are video's to watch for warming up and stretching down to help you avoid muscle injury. Thousands of people have tried Couch to 5k and been amazed by the results - now it's your turn to give it a go!

■ **The Couch to 5K app is free to download and is available from the App Store.**

HEALTHY ALTERNATIVES FOR EVERYDAY EATING

One way to ensure a quick energy boost is to follow an alkaline diet. If your body becomes too acidic then low energy, headaches, fuzzy thinking, joint pains and inflammation can all dampen your *jua de vive*. *Honestly Healthy for Life* shows how the alkaline way of eating can fit seamlessly into everyday life. This new collection of over 100 super-tasty and nutritious recipes created by gourmet vegetarian chef Natasha Corrett and backed up with the nutritional know-how of Vicki Edgson provides an easy route to great health and well-being. This book is packed with recipes, tips and tricks to help you transform your daily routine from hectic and hurried to harmonious and holistic. You'll discover a fantastic range of ideas on how to integrate the alkaline way of eating into your day-to-day living, alongside work, family and friends.

■ **Honestly Healthy for life by Natasha Corrett and Vicki Edgson with Photography by Lisa Linder is published by Jacqui Small and costs £25.00.**



“Organising is what you do before you do something, so that when you do it, it is not all mixed up!” **A.A.Milne**

PROTECT YOUR HEALTH WITH A MULTIVITAMIN AND MINERAL SUPPLEMENT

Don't wait until you are feeling unwell to starting researching appropriate natural supplements and remedies. Instead plan to protect your health by taking a daily multivitamin and mineral supplement. Starting now, helps to give your body a

good top-up and an immune boost before the colder weather arrives and gets your body equipped to deal with the onslaught of winter infections. There of plenty of 'multi' formulas to choose from so make sure you select one for your age, stage of life and type of lifestyle. We particularly like the Terranova Full-Spectrum Multivitamin a comprehensive vitamin and mineral complex enhanced with highly active, whole and unadulterated superfoods and botanicals.

■ **Terranova Full-Spectrum Multivitamin costs £24.75 for 100vegcaps.**

