



Overwhelmed and Stressed?

# **3 Ways to Find Balance**

**Stress-Reduction in 10 Minutes or Less**

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It's normal to sometimes feel overwhelmed and stressed **when it comes to balancing work and your personal life.**

The key is to take steps each day to make sure that you're dealing with the stress and daily challenges that you're facing **before you've reached a breaking point.**

It's been proven that taking a pause of deep breathing for just a few minutes **puts the breaks on stress and brings your body and mind back into equilibrium.** When this happens your heart rate decreases, your blood pressure drops or stabilizes, and your muscles relax.

Like so many busy individuals, I'm guessing you want to find a better balance in response to work and life demands **so you'll no longer feel frazzled, burnt out and tired at the end of your day.**

You'll be happy to know there are important coping skills for your daily life with **3 simple and powerful steps to reduce stress right away!**



## Action Step #1

# PAUSE

### 1-minute Deep Breathing Rhythm

**Your balance is off-kilter. Turn to your breath; it has an amazing calming effect.**



#### Here's how you do it:

1. Sit anywhere and in whatever way you feel comfortable.
2. Before starting, it might be helpful to set a 1 minute timer on your phone (but optional).
3. When counting your breaths (see below), you will feel your body slowly fill with air through your nose and release the breath slowly through your mouth. Feel yourself relaxing as you gradually release the breath.

#### Complete a cycle of 4-5-7 deep breathing (3x) in this way:

1. Inhale slowly to the count of 4 and deeply hold your breath to the count of 5. Now exhale slowly to the count of 7 all the way out until your lungs are empty.
2. Repeat again the above 4-5-7 breathing cycle.
3. Draw in a final slow and deep breath and repeat again the 4-5-7 breathing cycle.

**Deep breathing is a quick and easy way to release stress and tension.** It can be done anywhere, anytime!

## Action Step #2

# RESET

Get into a 90-10 Rhythm

**You're on autopilot and so geared toward putting your head down and working that you don't recognize how off-kilter your balance is : give yourself permission to slow down.**



**Here's how you check in with yourself before there are signs that you need to take a break:**

1. Break up your workload to refuel your focus at opportune intervals with 90 minutes on and 10 minutes off by setting a reminder on your phone or your work computer throughout the day.
2. In other words, 90 minutes of focused work, and 10 minutes of attentional reset.
3. Make that 10 minute reset count by incorporating relaxing movements like walking outside, or stretching and/or taking a few deep breaths.

**By taking this mental reset,** you're on your way to finding some balance in your day and reducing your stress!



## Action Step #3

# RECHARGE

### Take Time to Slow Down

**You've had another long day at work and you're trying to unwind: use those "in between moments " in your life to help you slow down.**



**Here's how to decompress from your busy work day:**

1. Take 10 minutes to focus on positive things by reviewing your day: What are at least 3 good things that happened today? If something is bothering you, write it down and commit to addressing it tomorrow so it's not on the agenda after wrapping up your work day.
2. If checking social media, set a 10 minute timer to not get so distracted in other people's lives, that you haven't really decompressed from your day.
3. Take 10 minutes to recharge by listening to music, take a few deep breaths, take a walk, or call a friend to catch up.

**It's all about recharging!** Whatever it is, give yourself a transition time between work and home life to connect back to your whole self... who you are at home and in all your other roles.

**Next time when you start feeling under pressure, stressed and overwhelmed, remember to take a few moments to just...**

**1. Breathe      2. Reset      3. Recharge**

These action steps on *3 Ways to Find Balance* are a great starting point – **so you'll be able to better cope and manage your everyday challenges with more energy and clearer thinking day in and day out.**

I've helped hundreds of individuals use these stress-reduction tips with powerful results, and **I am hoping this happens when you use them too! :-)**

If it makes you feel any better, **unlocking your potential to make things better in your life is not always straightforward and easy** (obviously or you would be doing it!)

I'm here to offer personalized and individualised help **if you need some additional support and guidance.**

Here's how it'll work:

**>> Book a time on my calendar** to have a 15 to 20 minute call

**>> Be prepared to share a few things about yourself** and what you're wanting to accomplish

**>> If we determine 1:1 health coaching is right for you,** we'll come up with a plan to help you best move forward.

So why not schedule some time to talk about what's going on in your life **so you'll no longer feel exhausted and depleted at the end of your workday?**







## Hi, I'm Lacy Woods

I know how stress can impact nearly every aspect of one's health & well-being, leading to anything from headaches to back & neck pain to insomnia.

Before becoming a health coach, I was totally stressed out in a demanding corporate job – letting stress, worry and anxiety get the best of me resulting in overwhelming exhaustion and burnout.

While running nonstop, I was fueling myself with too much caffeine and on-the-go-food, losing sleep, and skipping exercise. One day, I hit a breaking point and couldn't handle any more stress.

Not only have I turned around my life to align my whole self with the person that I want to be, but I've also gone on to help so many other people turn their life around too.

If you're struggling with finding a better balance in response to work and life demands, **I'd love to talk about what's possible for you.**

Click the button below to get our call booked and **I look forward to connecting with you soon!**



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