



WELCOME TO THE WELL BALANCED CENTER





We are happy you are here

I would like to personally invite you to the Well Balanced Center. Over the past couple of years, I have partnered with a distinguished group of experts and practitioners with diverse skill sets related to health and well-being to design something special for leaders like you. We have one simple goal: to improve your quality of life at work and at home.

Over the next 12 Wednesdays, we will share well-being resources, tools and exercises/reflections. Think of each week as an introductory chapter of a longer-term playbook to help you grow in ways that are important to you. We know you are busy – 30 minutes will be enough for you to digest and practice the weekly tips and activities.

We are excited for you to join us as we embark on this journey of growth and well-being together.

Take care,

Mandy LeBlanc

Founder, Well Balanced Center

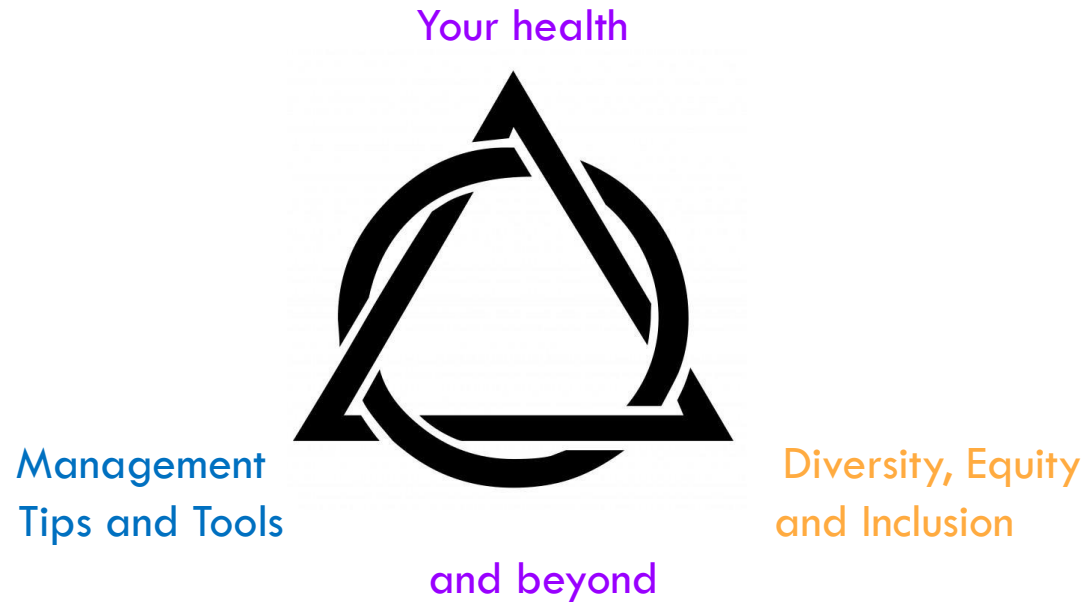
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WELL BALANCED CENTER FOCUS:



Destination: Improved quality of life.



Our Mission: to cultivate an informed community dedicated to leading our best lives by gathering and sharing top-tier life skills tools. We are committed to continuously enhancing our programs to elevate quality of life, providing a hub of trusted resources designed to spark impactful growth and fulfillment.

Who we are: With 100+ years of combined expertise in well-being, learning and development, our team designed this program with feedback from industry experts and our diverse, respected network. We are now sharing it with people who want to lead more vibrant lives.

Target audience: Emerging leaders with a growth mindset, ready to improve their quality of life.

Before We Hand Over the Keys: Non-Disclosure Agreement



Please review this [non-disclosure agreement](#) and send a quick email to Mandy@wellbalancedcenter.com with your name, date and acknowledgement that you have read and are signing the non-disclosure agreement. The non-disclosure agreement must first be signed before beginning this program.

We **appreciate** your cooperation!

The layout of this guidebook will include a weekly chapter, questions for team meeting check-ins, and a management tip to explore. You can either print this out each week or track your learnings and progress where you keep meeting notes.

Before we take off, let's make sure you are ready?



Pre-Assessment: Rate each statement below with one of the following:

All the time (5); most of the time (4); more than half the time (3); less than half the time (2); sometimes (1); at no time (0).

In the last 2 weeks...

- I have felt cheerful in good spirits.
- I have felt calm and relaxed.
- I have felt active and vigorous.
- I woke up feeling fresh and rested.
- My daily life has been filled with things that interest me.



Note: if you score below 10 points, here are some [complementary resources](#) or please seek out a trusted adult to get support.

Your Pit Crew



Mandy LeBlanc: Has 20+ years of well-being experience, designed over 100 employer wellness programs, led a CDC grant focused on health and prevention, learned from trusted advisors via roles at Kaiser, American Heart Association and is a Leadership Fellow for the national School-Based Health Alliance.

Kate Dwyer: Has 25+ years of Coaching experience. She believes our livelihoods need to fit who we are, not just our strengths and interests, but our values as well. The standard for that is whether waking up on a weekday lights us up as much as waking up on weekend.

Carolyn Thayer-Azoff, M.A.: Has 15+ years of experience in Counseling Psychology and building strategies, programs, and teams in the mental health & wellness space, including leadership roles in startup through to Fortune 50 organizations.

Anne Puffer: Has 20+ years of experience in human resources, benefits & compensation, employee and labor relations. She is experienced in workforce development and most recently with growth strategy including program development and grant writing.

Our Other Trusted Advisors

The FUNdamentals



This program begins with the opportunity to learn more about yourself, laying the foundation for the rest of the program.

Please schedule **30 minutes per week** to complete these puzzle piece activities to unlock self awareness at a deeper level. You can break it up as needed, the content will take 15-20 minutes to digest and 10-15 minutes to complete. We want this to feel like a life break.

You will be guided through weekly self-awareness activities including:

- A thorough review of your personal whole-health baseline
- How to craft small, realistic goals to help you build success
- Values identification to help you recognize and leverage your priorities
- Personal mission statement definition

Section 1: Your Well Balanced Path



**Calibration
Activity**

Goals

Values

**Mission
Statement**

Reflection

**Community
Engagement**

Celebrate

Team Meeting Check In Discussion



Before we begin: Either your fearless leader can ask these questions to all, or you can rotate through your team.

How this came about: Mandy and the Well Balanced Center team have been designing this program, and reached out to launch a pilot because we are naturally aligned with our values and objectives.

Question of the week: *When do you have time to focus on your well-being?* Perhaps your commute in, just before you start your work day, mid-day breaks, before you go to bed? The goal is to infuse this program in to your life, in about 30 minutes per week.

Extra credit 'Dare to share': What is one safe thing that brought you simple joy when you were younger that you can still do in the next month as an adult that makes you feel alive and is healthy? Try it in the next week or two.

Management Tip



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Before we jump into management tips each week, this week, just think of people that have managed you: your parents, coaches/community leaders/teachers, managers.

Think of a few that bugged you. What are three things you did NOT like about them?

Think of a few that gained your respect. What are three things you like about them?

Example:

Bugged me: Micro-manager, not strategic, felt constrained and assigned tasks out of my skill set

Respect: Provided clear strategy, blocked and tackled the hurdles, gave me space to do the work