

Wheel of Life Workshop/Webinar Agenda Outline with Timings

INTRODUCTION (5 mins total)

1. **5 mins - INTRODUCE yourself, your business and why *you* think balance is so important.**
 - o Begin by welcoming attendees and introducing yourself and your business.
 - o Then share a personal "teaching story" about your own experience with life balance. Or, if you have a story of a client you helped to achieve more balance and the results, this is great too!

IMPORTANT: Be sure you have permission to share a client's story, or create a "blended" story from several client experiences which has no identifying information.

MAIN BODY (40 mins total)

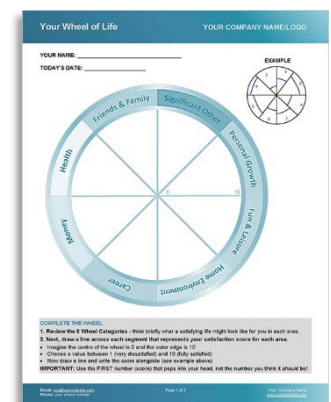
2. **10 mins - DISCUSS balance with your attendees.**
 - o Share your thoughts on why balance is so important—especially these days.
 - o Start by asking attendees how they feel when they are not in balance.
 - o Then ask attendees what *they* think balance is.
 - OPTIONAL (add 10 mins): put people into groups of 2-4 to discuss what balance is and what it feels like.
 - Then afterwards, ask one member of each group to share that back with the room.
 - o Next ask attendees what balance might look like for them? How would they *know* when they are 'in balance'? How would it *feel* to be 'in balance'?
 - o It's also fun/interesting to ask, "So, when was the last time you felt your life was in balance?"
 - o Share that we don't 'achieve' balance (or at least not for long). The key is to know whether you are moving *towards* or *away from* balance. Ask how this perspective could help them?

Top Tip: Use a whiteboard, flipchart or an online version where you can write down what people are saying. This helps visual learners and makes people feel more involved.

3. **5 mins - COMPLETE the [Wheel of Life Template](#)**
 - o Explain that the "Wheel of Life" Exercise is a great tool to check-in with how balanced their life is, and where it might be out of balance.
 - o Explain the 8 segments on the wheel and ask attendees to consider what satisfaction would feel like for each area, then to score their current level of satisfaction out of 10 for each area.

Top Tip: Show people exactly where/how to draw the line and add each score to their wheel.

Top Tip: Remind your attendees to follow their gut and write down the *first* number they think of (not to increase their score because they think they *should* feel better!)



4. 15 mins - REVIEW the Wheel in small groups.

- Start by asking your attendees to look at their completed wheels and say, "If this was your wheel of life, would it be a bumpy ride?"
- Next ask your attendees to get into groups of 3-4 and review and discuss their results.
- Give people 2-3 questions to consider, for example:
 - What surprises were there for you?
 - How do you feel about your life as you look at your Wheel? and
 - How would you *like* to be spending time in these areas?

Top Tip: Find more questions to use on page 2 of our free [Wheel of Life Template](#) coaching form.

5. 10 mins - DISCUSS and SHARE learnings from the Wheel of Life as a larger group.

- Some great questions to ask the group include:
 - So, what did you learn and notice as you reviewed your wheels with each other?
 - Which categories do you most want to improve?
 - What needs to change to bring more balance into your life?
 - What are the common themes we're noticing in the room today?
 - What help and support might you need from others to make the necessary changes and be more in balance?

WRAP-UP (10 mins total)

6. 5 mins - Each person identifies an ACTION to create more balance

- Ask each person to come up with ONE action they could take to move closer to balance in their lives, and write it next to the relevant category on their wheel.
- A great question to ask is, "If there was one key action you could take that would *begin* to bring everything into balance, what would it be?"

Top Tip: If anyone struggles to identify an action try asking, "What is the *smallest* or *easiest* thing you could commit to, to move towards balance?"

7. 5 mins - SUMMARISE and wrap-up the session

- Thank the attendees for being there and sharing!

Top Tip: If you have time, it's great to ask *everyone* to share one action with the room (allow 30-60 seconds per person).

- Share and summarise your main point and 3 sub-points about life balance. You could also share a powerful quote if you like. Some examples include:

"Looking back at the times where I allowed my work to create stress and frustration in my life, I now realize what I thought was important really was not. I am not saying you should not take your work seriously; what I am saying is that we need to realize that life is all about balance." Catherine Pulsifer

"Happiness is not a matter of intensity but of balance and order and rhythm and harmony." Thomas Merton

"Problems arise in that one has to find a balance between what people need from you and what you need for yourself." Jessye Norman

- Wrap-up the session by talking about *what you offer*, specifically how you could help them create more balance and fulfilment in life.

Top Tip: I recommend you have a special offer for attendees for one-on-one coaching, and/or ongoing group coaching offer around creating a balanced and more fulfilled life!

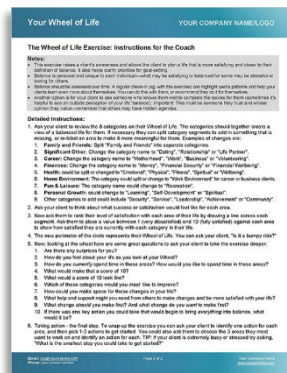
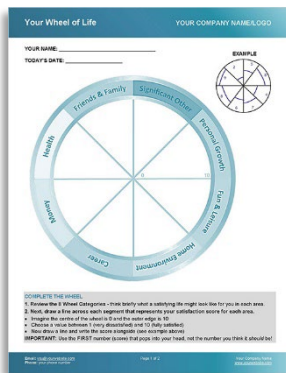
- OPTIONAL: I recommend you also [ask for feedback](#) (and use this to get sample sessions and/or permission to send them your email newsletter!)

8. FINALLY, make sure no-one leaves empty-handed!

- Mention your handouts on offer at the back of the room (branded with your details on) for them to take home. Examples could include a special report on coaching, articles you have written on life balance, branded coaching tools and exercises for attendees to take away—and a flyer listing your special offer (that can also be given to friends!).

This workshop packs a powerful punch in a short space of time—helping people connect with how balanced their life is, how they feel about that, where the issues might be—and identifying one action to take away and improve things!

IMPORTANT: You don't have to be perfect, especially if you're offering a free workshop! I guarantee people will *love* what you have to say. And they will also appreciate this valuable time to meet and share with others, learn about themselves and improve their lives. Now get out there and *start sharing you!*



Love this Workshop Outline?

Be sure to:

Get your *brandable*

[Free Wheel of Life Template here](#)

(includes a full second page of instructions)

And you may also like:

- [How to Use Coaching Tools & Exercises in Workshops Part 1](#) (great tips and ideas)
- [How to Use Coaching Tools & Exercises in Workshops Part 2](#) (5 tools I love to use in workshops)
- Our free coaching forms:
The [Workshop/Event Checklist](#) and essential essential [Workshop Feedback Form](#)

There is also a filter/category in our coaching tools catalogue that shows you [coaching exercises suitable for use in workshops](#) and group coaching.