**First Step: Admit it!**

How are things are going? Have you had a chance to download and start to read my book? If not, you can download it [here](https://docs.wixstatic.com/ugd/bf3222_fd8d4f592def41bdb55c2c40e2751a77.pdf).

I know it’s tough to take that first step. That’s why I am sending you this follow-up email. If you’re ready to start making changes, I recommend a simple 5-Step Process to get you on the road to a more balanced life.

I’ll break up these five steps in separate emails so that you can work on each step as you are ready. If find that you’re not ready for the next step when the email arrives, simply save the email and work on it when you are ready. And if you find yourself ready for the next step before the next email arrives, feel free to click on this link to jump ahead: [add link]

OK. Are you ready? Here is the 5-Step Process to the balanced life you are seeking:   
  
​​*Admit, Identify, Establish, Implement, and Evaluate*.   
  
​​That’s it! Just five really simple things, I promise.

I know that it might sound easy at first, but you will have to dig deep and do a little soul searching throughout this process. And with the work you put in, you also get a reward: more peace and happiness in your life, the people around you are responding in a more positive way, and getting to know yourself on a whole new level!

When you apply these five steps to all five areas of your life - personal, professional, physical, financial and spiritual - you will begin to develop the life you desire.

Let’s get started!

**Your First Step: Admit**

Change doesn’t happen by itself. It needs a catalyst (or change agent). **That’s YOU.** So, first you must be willing to admit to yourself that you need to make a change in your life.

Pretending everything is OK will only prolong your problems and distress. Arguments and strife will continue to take hold in your life. Often, these issues also manifest in health issues. Stress does a lot of damage to our brains and bodies.

So, now it’s time to admit your issues, and then move quickly to discover the solutions and remedies that will allow positivity to take hold in your life instead.

Know that you aren’t alone. Nobody—and I mean nobody—goes through life without problems. What most people do is go through life without *addressing* the problems in their life. And then they wonder why they aren’t satisfied, why they still struggle, and why things don’t get better.

It’s time for you to get on the road to a better life by tackling your problems today. Begin by admitting that you are human, and you do have issues that need attention.

Think about each issue and what pain each issue is causing you. Your pain and misery WILL get better when you admit the problem and start the process of changing your behavior, your thoughts, and your patterns.

Yes, you have to stop denying. Then you have to stop delaying. And you need to start admitting that you need to make changes.

Start by writing down every problem(s) in each area of your life. It could be a smaller issue, or it could be a bigger problem. Either way, let’s get everything down on paper. Look back to the previous list to determine the specific areas you need to pay attention to.  
  
​​I've created a "Written Plan" to get you started. Click [here](https://docs.wixstatic.com/ugd/bf3222_2d5db3eb49884dbdb564f1cbb96296bc.pdf) to download my FREE "Written Plan" worksheet.  Please print out a sheet for each problem.   ​​​​

There is no time limit for this exercise. The important part is to truly reflect on yourself and your life and the areas you want to improve.

The sooner you start the process, the easier it will be to complete. Go ahead and get started today!

Until next time,

All the best,  
Nathan Tabor  
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[**Download “Written Plan” Work Sheet here**](https://docs.wixstatic.com/ugd/bf3222_2d5db3eb49884dbdb564f1cbb96296bc.pdf)

**Don’t forget, this process applies to ALL aspects of your life:**

**Personal:** your spouse, your family, your friends

**Professional:** your business, your job, your work

**Physical:** your diet, your exercise, your health

**Financial**: your money, your budget, your spending

**Spiritual:** your relationship with God, Jesus Christ, and the Holy Spirit

**Second Step: Getting to the Root of the Problem**

Hello, FIRST NAME! I hope you are well today.

How have things been going? Have you taken any steps to improve your life so far?

Hopefully you’ve taken the time to list any life issues that you’d like to change and admit that you do have some problems to work through.  If so, you are already on your way to developing a more balanced life! *Just an FYI, it’s always easier to blame others for where we are in life.  For many, many years I blamed others.*

If you haven’t taken the steps toward these initial goals, please go ahead and do that before moving onto your next step. And if you have worked through your first step, let’s move on!

**Your Second Step: Identify**

Here’s the big question: Is your ‘problem’ the *real*problem?

Take a moment to think about that question.

Most arguments, conflicts or disagreements often have an underlying cause. For example, a husband and wife may argue because one person doesn’t help enough around the house or one person is spending too much money. But the argument is NOT REALLY about the chores or the money. How can that be, you ask?

These arguments or ‘problems’ are usually a symptom of a deeper issue. The real argument may be based on one person’s need for security, appreciation or respect. Or the issue may trigger a problem from their childhood. Perhaps, your spouse’s father was a big spender, which left the family constantly struggling. Or maybe your partner had a family member who was a hoarder, so they are sensitive to chores and things piling up.

So, you see how arguing about the dishes is never *really* about the dishes. There is always something deeper at issue. To get the full benefits of the problem-solving process and guarantee the results you desire, it’s critical that you identify the root cause of the problem(s) you are encountering in life.

Once you identify the root cause, or real reason, for your issues and implement an action plan, you’ll start seeing results swinging in your favor. If not, you’ll be wasting both your time and your resources.

*It’s critical to be honest with yourself and trust the process as we work through each step. By thoroughly digging in and identifying the root cause(s) of each problem, you will know how you need to handle it.*

By encountering the problem, you build ownership and you will understand it better. Plus, you’ll be motivated to manage your life moving forward  
  
​​Get the list you made during Step 1: Admit. Now, for each issue, think about what the underlying issue is for each problem. This may require some digging into your own past as well as the past of your loved one(s). When you think you’ve found the real cause, write it down. Then dig a little further just in case there’s another issue at play.

Then determine what your new solution should be now that you’ve identified the REAL (underlying) issues in your life.

There is no time limit for this exercise. The important part is to truly reflect on yourself and your life and the areas you want to improve.

As before, if you find that you’re not ready for the next step when the next email arrives, simply save the email and work on it when you are ready. And if you find yourself ready for the next step before the next email arrives, feel free to click on this link to jump ahead: [add link]

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**Third Step: Establish Your Plan of Action**

I hope you are doing well.

To recap our first two steps, you’ve admitted that you have problems, and you have identified the REAL underlying cause of each issue. Did your answers surprise you? Do you feel like you suddenly have a more well-rounded view of the true matters at heart in your life?  If not, go back and redo the steps. It’s critical that you are honest with yourself during this process.

If you have completed steps one and two, that’s awesome!  For some of you, the hard part may be over, and for others, there may be some challenging steps still ahead.  Either way, it’s OK. I want you to know that you’re not alone.  I've been in your shoes and I promise this process is **WORTH IT**!

So, let’s get started on your next step!

**Your Third Step: Establish**

You’re doing a great job, so don’t stop now!  It’s time to create a plan which addresses each problem and lays out real solutions.  *This is the solution which resolves the issue(s).*

If you are in constant conflict with others, then it’s time to take a different approach. The next time an argument starts, excuse yourself from the situation, hold your tongue or do something to avoid the conflict. 

If you want a better relationship with your spouse then spend quality time with them, listen to them, and engage with them.

If you want a better relationship with God, study His word and develop your prayer life.

*There is no time limit for this exercise. The important part is to truly reflect on yourself and your life and the areas you want to improve.  Then establish what YOU need to do to resolve the problem(s).*  
  
To help you establish your plan, I've put together a process which helps you establish the outcome you desire.  The program is called S.M.A.R.T.E.R. and it helps you develop a plan of action.  Download the program [here](https://docs.wixstatic.com/ugd/bf3222_2d5db3eb49884dbdb564f1cbb96296bc.pdf). 

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Go ahead and get started today!

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**Fourth Step: Getting to Work**

Congratulations! I hope you’ve learned more about yourself, your loved ones, and your life as you’ve moved through the first three steps toward balancing your life. Now, it’s time for the fun part—putting your plan to work. It’s the difference between knowing what to do and actually doing it. It’s time to start DOING IT!

**Your Fourth Step: Implement**

Implementation is the critical step that trips most people up—and holds them back. This is literally where the rubber meets the road. You have crafted a detailed plan, carefully paying attention to every detail. Now, it’s time to implement your action plan in order to get the results you hope for.

Effective implementation requires daily application. All of your actions and thoughts should be done to avoid problems. However, we are all human and nobody is perfect. You will slip up. You will forget to be consistent. And you will revert back to old behaviors. So, whenever necessary, corrective action is immediately taken when old behaviors creep in. As long as you can be aware of when you are falling short of your goals and what you need to change, then you are still making progress. After all, you didn’t even understand the REAL issues behind your problems until you started this process.

Each day you wake up, make a plan to commit to be the human being you have been called to be. When you make a conscious effort to be an active solution to your life problems, you will get the results you want in your life. Be diligent in everything you do, and you will reap the rewards!

It’s time to put your action plan to work. You may have chosen more than one solution for some areas of your life. Can you implement one solution in each area each day? If that’s too much, try implementing one solution in one area of your life every day. Then when that new solution becomes a way of life, move on to the next area of your life that you’d like to work on and do the same. Continue repeating this step until you’ve implemented all solutions in all areas of your life until they become second nature to you.

The good news is that once you start implementing change in one part of your life, you may also see effects in other parts of your life as well. So, as you move on to work on the next part of your life, you probably won’t be starting from square one each time.

There is no time limit for this exercise. The important part is to make the effort to change each part of your life one day at a time. With any luck, the people around you will notice your efforts and start responding in kind. After all, you get what you give.

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**Fifth Step: Self-Evaluation**

Congratulations! You’ve made it to the last step!

How has your life changed in the past 5–6 weeks or more?

Some of you may already be ready for this last step, while many of you may not be. You may be continuing to work through improving each area of your life. If you are, that’s great! Keep up the good work because both you and your loved ones will all reap the benefits from your changes.

If you are not ready for this last step, then save it in your archives until you are ready.

If you are, let’s go!

**Your Fifth Step: Evaluate**

Now that you’ve Admitted any problems, Identified the underlying causes, Established an action plan, and Implemented each step, there’s only one thing left to do: Evaluate.

Take some time to think about each issue and how you resolved to solve it. Did your action plan work? If yes, great. Continue these new behaviors as you grow in your life and in your relationships.

If something didn’t work, here’s where you need to determine why. Do you need to change your approach? Did your approach take in all considerations and needs, including yours and the other person’s?

Now that you’ve reached the goal of working through these issues, I’m about to tell you the most important thing… more important than all of these emails combined. Are you ready?

Now is NOT the time to sit back and relax.

Why, you ask? You’ve done all the hard work. You’ve made all the changes. Everyone is happy. Right? While that may be true today, but it may not also be true tomorrow.

Just when you think you’ve mastered a task, you either slip and fail OR a new problem presents itself. That’s OK. You’re only human. To avoid going backward, take some time to check yourself, your attitude, and your motives daily.

This process takes time, and you will always be establishing new plans. As new problems arise in your life, you will also be adjusting your current plans as needed.

The best way to address a problem is straight on, which requires you to address the fear of change and deal with any and all mental and emotional obstacles. Write what you need to change in order to adjust or completely remove any problems from your life.

Again, there is no time limit for this exercise. The important part is to truly reflect on and evaluate yourself and your life and the areas you want to improve.

Here’s your working list to get you started. You can print this email or copy and paste this list into a separate document—whichever is easier for you.

Go ahead and start evaluating! I wish you the best of luck in your ongoing process to balance your life.

All the best,  
Nathan Tabor  
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