

HOW TO
“FILL YOUR CUP”
FOR
BETTER
BALANCE
IN YOUR LIFE



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How To “Fill Your Cup” For Better Balance In Your Life

Introduction

You know it’s important to have balance in your life – time for you, your family as well as your clergy role and responsibilities.

But balance can often seem elusive in the midst of the demands of day-to-day life of a parish.

That’s why I created the *“How To Fill Your Cup For Better Balance In Your Life”* resource. To give you clear and effective operating practices for greater work/life balance.

Each “Fill-Your-Cup Practice” includes:

- Quotation relating to the Fill-Your-Cup Practice
- Overview of the Practice and its importance
- Suggestions for implementing the Practice into your daily life.

With the Fill-Your-Cup Practices you can avoid “running on empty” and gain better balance in your life.

I invite you to choose one of the Fill-Your-Cup Practices to focus on first.

It could be the:

- Practice that’s easiest to implement
- Practice that gives you an immediate boost, or
- Practice that would make the biggest difference

Choose one, get started, stay committed.

In service,

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Fill-Your-Cup Practice #1 - Spend Time in Nature

*“Climb the mountains and get their good tidings.
Nature’s peace will flow into you as sunshine flows into trees.
The winds will blow their own freshness into you...
while cares will drop off like autumn leaves.”*
– John Muir



Spending time in nature will “fill your cup”, calm your spirit and quiet your mind. Time in nature reconnects you to the natural beauty around you and the inter-connectedness of all things.

Time in nature can be a walk in the park, stroll along the beach, time in your garden, stargazing at night, or watching the changing sky at sunset or sunrise.

I start most days with a walk through my neighborhood park. Part of me is motivated by the exercise but more important is connecting with the beauty around me. It’s easier to let go of any worry or concern, to get a fresh perspective on a challenging situation, and to feel gratitude for the blessings in my life.

And don’t let the weather or temperature keep you inside.

Bundle up when it’s cold; cover up with it’s raining; and slow down when it’s hot.

What would be your favorite way to spend time in nature?



Fill-Your-Cup Practice #2 - Ask for Help And Delegate

“Refusing to ask for help when you need it is refusing someone the chance to be helpful” Ric Ocasek



Asking for help can be challenging. We can come up with all kinds of reasons to resist delegating or asking for help:

- It's quicker if I do it myself.
- No one will do as good a job as I will.
- By the time I explain my request I may as well do it myself.

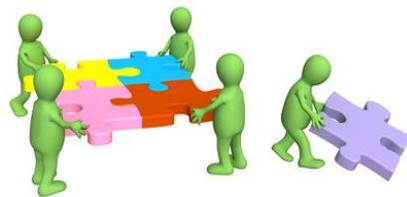
What reasons or excuses do you use?

Often those around you are happy to help. It is an opportunity for them to use their gifts and abilities to support you. What may be a chore for you may be easy for others.

A number of years ago, Bill and I started hosting our annual family Christmas dinner. Family members all offered to help and, fortunately, I had enough sense to say “yes”. It has become an organized potluck and Bill and I are only responsible for the turkey and dressing. Clean-up duties are also shared - no more just Mom and the girls in the kitchen. It is a fun day for all.

When you are asking for help, there are essentials to follow:

- Give clear and specific instructions.
- Have clear expectations. If the job must be completed by a certain date or time, say what it is.
- When the job is completed, resist re-doing it.
- If something is missing, let them know (nicely) for next time.
- Acknowledge the job and effort and say “thank you”.



What job or task can you delegate?

Fill-Your-Cup Practice #3 – Make One Change To Nurture Your Physical Well-Being

“The body is a sacred garment.” Martha Graham



How often have you started a new health regime and within a few weeks begin slipping back to old habits?

It can be discouraging but there are lots of simple ways to nurture your physical well-being.

Small steps or simple changes can make a big difference.

One simple operating practice my husband, Bill, started in order to curb his love of sweets was to only have dessert or sweets on the weekend. (Occasionally, the weekend starts on Friday night...)

I keep a glass of water by my desk, filling it throughout the day. It's easy to increase my water intake and I usually drink the recommended eight cups of water.

The following are other ideas for simple changes:

- Replace one cup of coffee or tea with water
- Eat one vegetarian meal a week
- Eat one extra fruit a day
- Go for a 20 minute walk in the early morning, at lunch time, or in the evening
- Go to bed 30 minutes earlier



What is one simple change you are willing to make?

Be sure to acknowledge yourself at the end of the day for the way(s) you nurtured your physical well-being.

Fill-Your-Cup Practice #4 – Say “No” To Requests That Don’t Serve You

“It is good to be helpful and kindly, but don’t give yourself to be melted into candle grease for the benefit of the tallow trade.” George Eliot



It’s not always easy to say “no” to requests, especial when doing so leaves you feeling guilty or feeling you should have said “yes”. You may also believe that there are some situations where “no” is not an option.

Yet to balance self-care in the midst of caring for others, it’s essential to give yourself the freedom to say “no” to requests that do not serve you.

Saying “no” takes courage and practice.

A simple way to give yourself time to consider a request is by having a response ready when a request is made, such as:

“I need to check my other commitments,”

“I need to check to see if it interferes with plans (my spouse and) I have made.”

Alternatively, if you are willing to participate to some degree, counter-offer:

“No, I can’t commit to _____ but I can do _____ (counter-offer).”

If you are clear that the answer is “no” say so:

“Thank you for thinking of me, but no, not at this time.”

What could be your “ready response”?

Next time you receive a request, take a moment to reflect on the request and ask yourself:

- Will this request serve me?
- Will it contribute to me and my life?
- Is my inner-wisdom or gut feeling a “yes” or a “no”?



If you answer “no” to the above questions, honor your inner guidance and say “no” to the request.

If you wish, make a suggestion on who might be available to do the job instead.

Fill-Your-Cup Practice #5 - Treat Yourself With Regular Small Treats

“All I really need is love, but a little chocolate now and then doesn't hurt!” Lucy Van Pelt (in Peanuts, by Charles M. Schulz)



Small treats or simple indulgences will nurture your well-being. They lift your spirits, refresh you, and restore a sense of balance to your life.

Take time for a small treat in the midst of a busy day or busy weeks. Remember, it's a treat from *your* perspective, not anyone else's.

A regular small treat I give myself is movie night. I indulge in an evening to myself. I watch a British drama or a black and white “oldie” and treat myself to a big bowl of popcorn.

Small treats could be:

- Having an uninterrupted soak in a bubble bath
- Dancing
- A specialty coffee and a good book
- A morning lie-in
- Staying up late at night
- Picnic lunch with a friend
- Favourite music
- A sports event and, of course,
- Chocolate.



Add small treats and simple indulgences to your life.

What is something that would be deliciously indulgent for you?

Next Step

Choose one of the “Fill-Your-Cup” Practices to focus on first.

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Remember, a small change can make a big difference.

Curious About Life Coaching?

Click on [“Let’s Talk”](#) to arrange your free 20-minute Consultation with me.

I’ll answer any questions you have about my coaching services and give you better sense of how life coaching can make a difference for you.

You might be interested in the following comments from some of my clergy clients:

“Vickie helped me modify my pace so that I could work smarter vs. harder, and in the course of our coaching relationship, she helped me rediscover my joy in playing with God.” **Ottawa Clergy**

“The life coaching experience was life-affirming for me. I appreciated and benefitted from Vickie’s style, which for me was a great mix of curious questioning, insightful re-framing, gentle challenge, helpful and relevant suggestion giving, and solid accountability. Thank you, Vickie!”
Ottawa Clergy

“The process was extremely clear and focused. The strong structure and sense of boundaries allowed for a wonderful creative process, with focused results. The strong follow up, encouragement, and challenge (when necessary) helped drive questions and resolve towards action and fulfillment.” **Ottawa Clergy**

ABOUT VICKIE TOWNSON, CPCC, PCC

I have been coaching for over 15 years and coaching clergy in the Ottawa area since 2014.

My coaching services and resources support clergy to effectively handle the day-to-day challenges of parish life. While the focus often includes creating greater work-life balance, the solutions are unique for each clergy. For more info, please visit my website:

<http://lifecoachingforclergy.com>.



As an additional resource for clergy, I send a monthly e-zine *“A Well-Being Moment”*. The focus of the e-zine is to contribute to your well-being in the moment of your day. To receive my e-zine, simply complete the Opt-In form on my website.

I’m a graduate of The Coaches Training Institute in California, including its Certification Program (CPCC). I have also earned the credential of Professional Certified Coach (PCC) from the International Coach Federation.

On a personal note, I live in Ottawa with my husband, Bill, close to all our favourite activities - skiing, golfing, and spending time in nature. All contribute to my own well-being together with my early morning walks, quiet times in the evening, journaling, and, of course, regular small treats.

Click on [“Let’s Talk”](#) to arrange your free 20-minute Consultation with me. I’ll answer any questions you have and help you decide if life coaching is your best next step.