BRUCE A. THOMAS

LEADERSHIP & DEVELOPMENT

LIFE MANAGEMENT

INTERACTIVE WORKBOOK

A practical guide to finding balance, setting priorities, and living with purpose.

ASSESS

REFLECT

PRIORITIZE

TAKE ACTION



Welcome to Your Life Management Journey

A message from Bruce Allen Thomas

Life can be full of meaningful opportunities, competing responsibilities, and unexpected demands. Managing life well does not mean doing everything. It means making intentional choices about what matters most.

This workbook offers a practical space to assess where you are, clarify your priorities, protect your time and energy, and move toward meaningful change. You do not need perfect answers. You only need a willingness to reflect and take one step forward.

My hope is that you finish with greater clarity, a realistic plan, and confidence to keep growing.

Your journey in five steps

1. Assess eight important areas of your life.
2. Identify what is working and what needs attention.
3. Clarify your values and most important priorities.
4. Practice managing time, energy, boundaries, and stress.
5. Commit to focused action and revisit your progress.

LIFE MANAGEMENT TIP

Complete the workbook at your own pace. You can type in the fields, save your responses, or print and write by hand.

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How to Use This Workbook

A simple guide for a meaningful experience

Start where you are

Your ratings reflect current satisfaction, not your worth or success. There are no right or wrong scores.

Use the whole scale

For the Wheel of Life, 1 means very dissatisfied and 10 means fully satisfied. Choose the first honest score that comes to mind.

Look for patterns

Pay attention to relationships between areas. A demanding work schedule, for example, may affect health or family time.

Choose fewer priorities

Rather than changing everything, focus on one or two areas where a realistic shift would make a difference.

Make progress visible

Set a review date, notice small wins, and revise your plan when circumstances change.

LIFE MANAGEMENT TIP

The goal is not a perfectly round wheel. A meaningful life may look different across seasons.

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Your Starting Point

Begin with a snapshot of your current season.

Your name

Date

What does a well-managed, meaningful life look like to me?

What is my biggest life-management challenge right now?

What do I hope to gain from this workbook?

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The Wheel of Life: Instructions

Eight areas. One honest snapshot of your current satisfaction.

1. Review the eight life areas on the next page. Think about what satisfaction means to you in each area.

2. Enter a score from 1 to 10 for each category. A 1 means very dissatisfied; a 10 means fully satisfied.

3. Mark each score on the circular wheel. The center is 0 and the outer ring is 10. You may shade each segment up to your score.

4. Look at your completed wheel. Notice strengths, gaps, and areas you would most like to improve.

5. Choose one or two priorities to explore further. Your aim is greater alignment, not perfect scores.

LIFE MANAGEMENT TIP

If a category does not fit your situation, reinterpret it in a way that is personally meaningful.

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Wheel of Life: Score Your Areas

Enter one satisfaction score from 1 to 10 for each area.

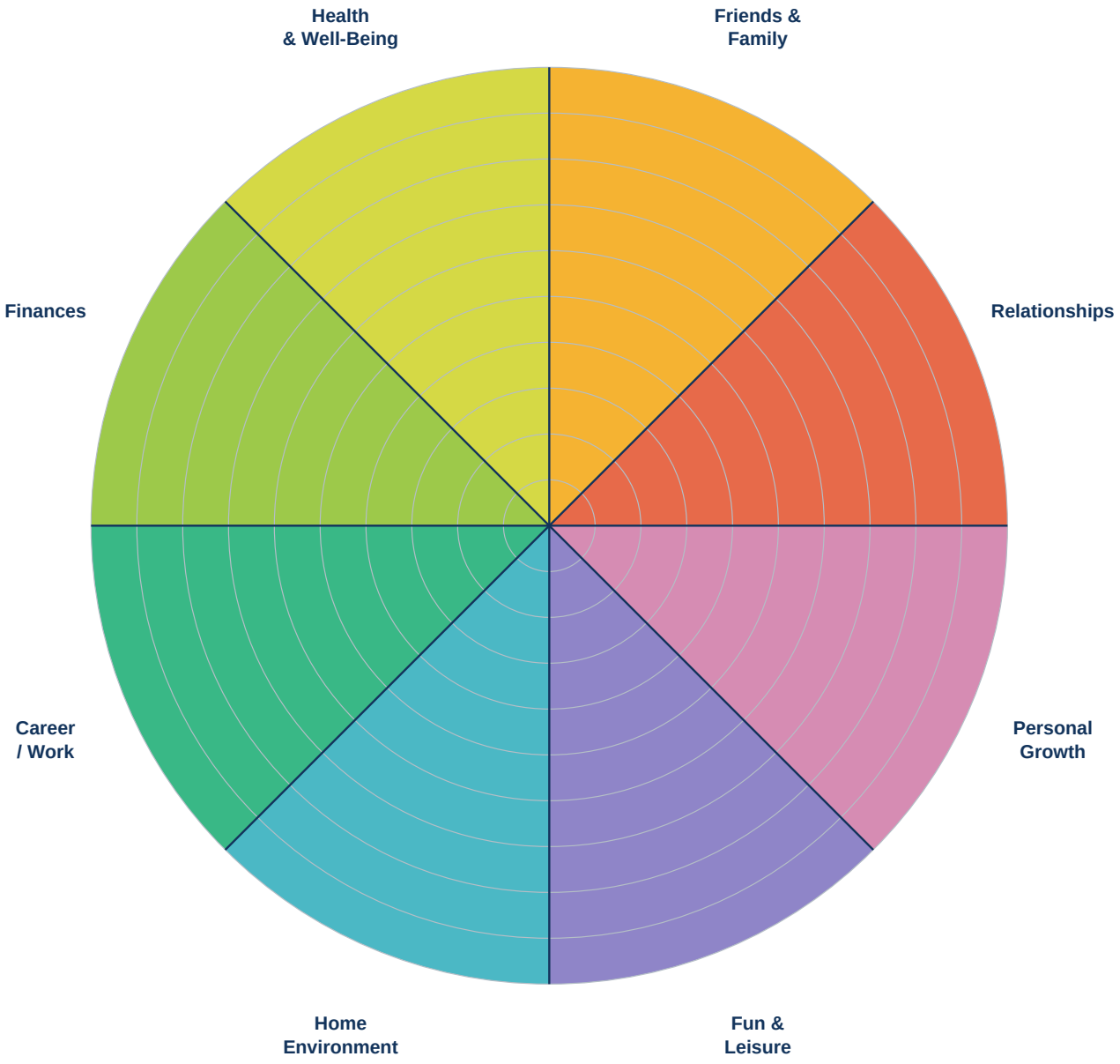
Friends & Family	
Significant Other / Relationships	
Personal Growth	
Fun & Leisure	
Home Environment	
Career / Work	
Money / Finances	
Health & Well-Being	

Next: transfer your scores to the wheel on the following page.

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Your Wheel of Life

Mark or shade each segment to match the scores on the previous page.



TIP: Print to shade the wheel, or use a PDF drawing/annotation tool.

Your entered scores remain editable on the previous page.

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Reflect on Your Wheel

What is your wheel telling you?

Which two areas currently feel strongest? What contributes to their strength?

Which areas feel most out of alignment with what matters to you?

What connections do you notice between different areas?

If one area improved, which change would have the biggest positive impact?

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Clarify What Matters Most

Your priorities are easier to manage when your values are clear.

Think of values as the principles that guide how you want to live, decide, and relate to others.

What five values are most important to me?

Where am I living in alignment with these values?

Where do my current commitments conflict with my values?

Which two values do I want to honor more intentionally?

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Choose Your Priorities

Distinguish what matters most from what simply demands attention.

What three things matter most in this season of life?

What am I giving time to that matters less than these priorities?

What is one commitment I can reduce, delegate, or reconsider?

What is one priority I want to protect on my calendar?

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Time Audit: Where Does It Go?

Observe your typical week without judging yourself.

My biggest recurring time commitments (work, caregiving, travel, etc.)

Activities that consistently consume more time than I intend

Activities I wish I made more time for

One change I can make to align my schedule with my priorities

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Manage Your Time with Intention

Build space for what matters, not just what is urgent.

Plan the week before it begins

Choose your top priorities and reserve time for them before other commitments fill your schedule.

Separate urgent from important

Not every interruption deserves an immediate response. Ask what truly requires attention now.

Use realistic time blocks

Leave room for transitions, interruptions, rest, and the unexpected.

Create a weekly reset

Spend 10 to 15 minutes reviewing what worked and adjusting your next week.

One scheduling practice I will try this week:

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Manage Your Energy

Time is limited; attention and energy also need care.

When during the day do I feel most focused or energized?

Which activities or situations consistently drain my energy?

What helps me restore energy and feel more present?

What one energy-supporting habit will I practice this week?

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Healthy Boundaries and the Power of No

Protect what matters while respecting others.

Pause before agreeing

Consider your capacity and existing commitments before saying yes.

Be clear and respectful

A simple response can be enough: "I cannot take that on right now."

Offer alternatives only when appropriate

You may suggest a different time or resource without accepting responsibility for everything.

Where do I most need a clearer boundary?

What words could I use to communicate it respectfully?

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Practice a Boundary Conversation

Prepare for one real-life conversation.

The situation or request I need to address

My capacity, needs, and non-negotiables

A respectful response I can practice

How I will respond if the other person is disappointed

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Managing Stress and Life Demands

Recognize what you can influence and build recovery into your routine.

Notice early signals

Pay attention to changes in sleep, mood, concentration, or patience.

Separate control from concern

Focus your effort on actions you can take, and seek support for what you cannot handle alone.

Make room to recover

Rest, movement, connection, and enjoyable activities can support well-being.

My most common stress triggers:

What is within my control? What support would help?

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Build Your Personal Support Plan

You do not have to navigate every demand alone.

People I can reach out to for perspective, encouragement, or practical help

Activities that help me reset when life feels overwhelming

Early signs that tell me I need to slow down or ask for help

One supportive practice I will make part of my routine

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Your 30-Day Life Management Plan

Choose one or two priorities and turn insight into action.

Priority area #1 and desired improvement

One specific action I will take, including when and how often

Priority area #2 (optional) and desired improvement

One specific action for priority #2

Potential obstacles and my response

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Make Your Plan Sustainable

A realistic plan fits the life you actually have.

What small step can I take in the next 48 hours?

What will help me remember and follow through?

How will I measure progress (not perfection)?

Who can support or encourage me?

My 30-day review date

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Your 30-Day Check-In

Return to this page after 30 days and reflect on your progress.

What positive changes have I noticed?

What actions did I complete consistently?

What got in the way, and what did I learn?

Which life-area scores would I change today, and why?

What is my next small commitment?

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Your Commitment to Intentional Living

Finish with one clear statement of what matters next.

The most important thing I learned about myself

The priority I am choosing to honor

One habit or boundary I will maintain

My personal life-management commitment

LIFE MANAGEMENT TIP

Return to your Wheel of Life periodically. The purpose is not to keep every score at 10, but to live with greater awareness, purpose, and intention.

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ABOUT BRUCE ALLEN THOMAS



Bruce Allen Thomas is the founder of Bruce A. Thomas Leadership & Development, dedicated to growing people, teams, and organizations for greatness.

He brings 42 years of military and federal civilian public service, including 22 years in the U.S. Air Force and 21 years in federal civilian leadership.

Bruce is an International Coaching Federation Professional Certified Coach (PCC), a Maxwell Leadership Certified Team member, and a Dale Carnegie Certified Leadership Trainer.

As an executive coach, trainer, speaker, and leadership development professional, he helps people clarify priorities, strengthen leadership, and take purposeful action.

CONTINUE YOUR GROWTH JOURNEY

Explore free tools, executive and leadership coaching, workshops, and practical development resources to support your next step.

bathomasleadership.com

bruce@bathomasleadership.com | 703-350-9710

LIFE MANAGEMENT TIP

Your next step does not need to be dramatic. Choose one meaningful action and begin.

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