

live well, work well

Health and wellness tips for your work, home, and life—
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Time Management

Dealing with daily responsibilities

Ever feel like there aren't enough hours in the day? Trouble with prioritizing your tasks? With some focus and dedication, it is possible to lessen the stress of daily life.

Negative Effects

Poor time management results in:

- Procrastination
- Lack of sleep
- Irritability
- Difficulty concentrating
- Rushing through tasks
- Feeling overwhelmed

General Advice

- It is necessary to follow a schedule.
- It's okay to say "no"! Only obligate yourself to activities you know you have time for.
- Divide large projects into smaller parts and tackle each separately. This will make it feel more manageable.
- Constantly ask yourself "What is the best use of my time right now?" and do that job.

- Try combining errands; for example, if you will be heading out for lunch, why not take part of that time to drop off dry cleaning or buy pet food?
- Wake up earlier! Wouldn't it be nice to get a few more things done instead of sleeping a mere 15 minutes later?
- Don't forget to pencil in some time for yourself to unwind as well! Taking a break from stress of life is just as important as completing your duties.

Tips for Work

- Use a personal digital assistant (PDA), calendar, or day planner to keep track of upcoming meetings, deadlines, and appointments.
- At the start of your day, take time to write down what you need to accomplish, in order of priority.
- If possible, delegate minor jobs to others – or, simply ask for assistance.
- Never skip lunch. Not only does your body need nourishment to help you focus, your mind needs the break.

Tips for Parents

- Keep a calendar or chart posted with the family's daily activities so you can keep track of important upcoming events. Use a different colored marker or pen for each family member for easier readability.
- Find tiny windows of opportunity to get small chores done.
- Buy in bulk. This will reduce the amount of trips to the store.
- Teach your children to do chores. Not only will they learn responsibility, it will free up time for you to get other things done!

Tips for Home

- Sort mail into "Now" and "Later" categories. Read it at the same time each day; this will prevent you from spending too much time reading a particular piece.
- Lists are your friend! Every day, create a "to-do" list, then accomplish each item in order of priority.



Did you know...?

There is a mathematical formula called "Pareto's Principle," or the "80/20 Rule," which has been applied to other life concepts. Its basic idea is that in *anything*, a few (20 percent) are essential, and the rest (80 percent) are trivial. You can attribute this to your list of daily or weekly tasks and prioritize accordingly.