



Tips to Manage Your Time

Have you ever wondered how it is that some people seem to have enough time to do everything that they want to, whereas others are always rushing from task to task, and never seem to finish anything? Time management is not very difficult as a concept, but it's surprisingly hard to do in practice. It requires the investment of a little time upfront to prioritize and organize yourself.

Put a Time Limit on Tasks

Set time constraints on items that you know take longer than it should or on tasks that you get easily distracted doing. You will focus more and work more efficiently. If you still find yourself going beyond these time limits, examine your workflow and eliminate little time-wasters like unscheduled breaks.

Keep Things Tidy

For some of us, clutter can be both a real distraction and genuinely depressing. Tidying up can improve both self-esteem and motivation. You will also find it easier to stay on top of things if your work space is tidy.

Complete Important Tasks in the Morning

Most of us find our first hour of the work the most productive - make sure to use yours wisely! Oddly enough, you can focus more easily when your brain isn't fully awake. Booting-up brains have less excess energy for daydreaming and worrying about other tasks.

Don't Get Hung Up on Small Details

Instead of indulging in perfectionism, keep the big picture in mind. Focus on your priorities, not the minute details of your work. Address the most important tasks on your to-do list and don't sweat the small stuff.

Schedule Breaks

The human brain can only focus for about 90-minutes at a time. Schedule a break at least every 90 minutes to avoid burnout and maintain high productivity throughout your day.

Make the Most of Waiting

It happens to everyone: we wait in lines, waiting rooms, airport terminals, train stations, etc. Answer emails on your phone, catch up on missed phone calls, stretch/exercise, relax or meditate. Carry a book/Kindle with you and read. Listen to podcasts on your phone. Don't let unexpected queues catch you unprepared.

Organize Your Email

People with cluttered inboxes spend so much time on email than others. The best way to speed up email communication and waste less time on superfluous exchanges is to organize your inbox. Most emails offer a variety of organizational tools, so choose the one that works best for you.

Exercise

Sports help you handle everyday stressors. Researchers have shown that short and intense exercise sessions can be as beneficial as longer ones. Set some time aside for short workouts - at least every other day.

Sleep Well

Scientists have found that sleeping less to create more task-oriented time leads to trouble. Tired people procrastinate more and get distracted easily. Give your brain at least eight hours of sleep every night.

Use Your Calendar

A calendar is good for so much more than just scheduling meetings. Use your calendar to keep track of deadlines, block times off for focused work, and automatically add locations to events. Take responsibility for your time. If you think that a scheduled entry will not advance your plan for the day, just cancel it.

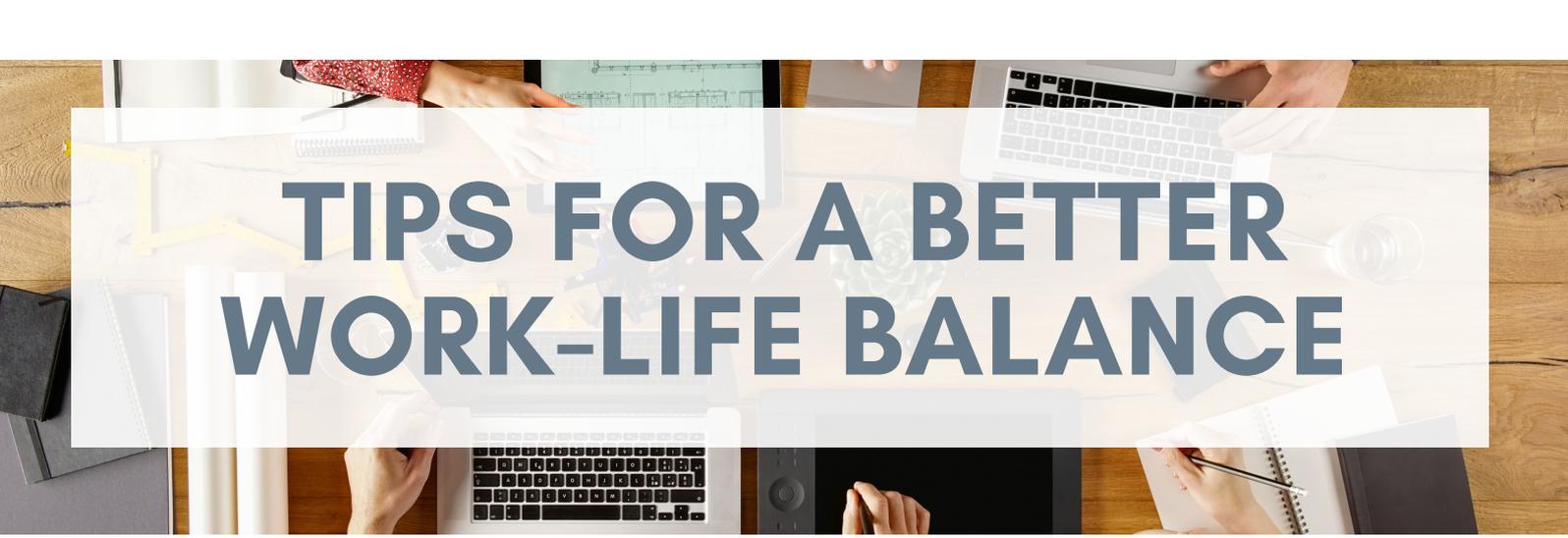
Schedule Relaxation Time

Spend some time in quiet everyday and turn off your "work brain". You will be surprised about the positive effects some quiet time can have on your creative processes. Meditation helps you adopt a fresh eye and gain new insights about your work.

Learn to Say No

Your time is precious. Don't waste it on people and projects that don't align with your mission and goals. Instead of automatically accepting invitations and offers, say, 'I'll check my schedule and get back to you'. This simple phrase will buy you time to evaluate offers and make smart decisions.





TIPS FOR A BETTER WORK-LIFE BALANCE

Today, it is harder today than ever to pull yourself away from work—thanks, in large part, to mobile technology. So, how do we manage to balance work and life today? Even when work was strictly considered a 9-5 commitment, trying to maintain a work life balance has always been a major stress on the workforce. Today, this balance is nearly impossible. The tips below will help you learn how to better balance your work and life.

Time Management

Whether you are at home or at the office, it is critical to make use of your time efficiently. Don't let personal issues spill over to the workplace, and equally, if not more important, keep your work issues at the office.

Set Career Goals

In order to stay satisfied at your place of work, you must be forward-thinking and equipped with goals and a vision for yourself at your company. You spend at least 40 hours a week committed to your career, take a few minutes each week to set and evaluate both short and long term goals for your self and take into account your motivation levels.

Prioritize Your Life

Part of maintaining a healthy work life balance is establish priorities both at home and at the office. There are only so many hours in the day and it is up to you what will get the most of your time, attention, and energy. The first thing to do is identify what truly matters to you and communicate it.

Set Personal Goals

It's important to remain happy at home regardless of how your work life is going. Most people rely on the future as a natural motivator, and by setting goals for your future at home (this doesn't include career goals) you are automatically making your personal happiness a priority. Think exercise, travel, new hobbies, reserving time for family and friends, etc.

Exercise & Meditate

Even when we are busy, we make time for crucial things such as eating and sleeping, but another crucial need is exercise. As our calendars fill up, exercise is typically one of the first things to be pushed aside. Exercise is an effective stress reducer as it pumps feel-good endorphins through your body.

Take Care of Yourself

People fail to realize the importance of 'me' time. It's inevitable, sometimes you have to finish up work late at night, or early in the morning. If that is the case, make sure you take at least a few hours off when you get back home. Relax, make some dinner, get some exercise, and then get back to it. You will be more focused and driven if you give yourself a bit of time to unwind between sessions.



Healthy Eating Habits

Food is fuel and sometimes it takes a lack of healthy options to realize you need to change your habits. When people work full-time, especially in an office setting, it is not unusual to snack throughout the day or eat unhealthy lunches. If you find yourself letting go of your healthy habits, it's time to change. The types of food you eat greatly affect your mood, sleeping patterns, and overall health. Just one week of fast food can make you run-down, irritable, and exhausted. Don't have time to go out every day if you work from an office? Take the time to pack a lunch, or consider asking your office manager for healthy snack options.

Get Enough Sleep

The numbers of hours required for a "full night's rest" varies greatly from one individual to the next, but it is recommended you get between 7-9. Listen to your body and get to rest when you are run-down. Don't over-exert yourself when you know you have a full day of work the next day. Get on a schedule and try to turn off all gadgets, including TV, social media, and internet at least 30 minutes before you go to bed.

Pace Yourself

One of the greatest lessons to learn as you grow through your career is to pace yourself. At times, you will need to set the fast forward button to get you through a challenging task or time. Other times, you will need to slow down, even take a few steps back to really concentrate on your current responsibility. Self-awareness is crucial. Doing so will help you enjoy the journey as much as the destination.

Make Time for Hobbies & Passions

Make time for hobbies, passions, and relationships outside of work. Consider keeping a list of things you would like to do (just for fun) and start checking them off this week! Set aside a certain number of hours per day or days per week that you are going to commit to your passions and making yourself a better person.

Exercise

One of the most critical things that we as humans need to thrive is exercise. So why is it so often left on the back burner in terms of healthy priorities? Exercise is an effective stress reducer. It pumps feel-good endorphins through your body. It helps lift your mood and can even give you increased energy levels!

Turn off Your Gadgets

There is a reason our gadgets have off buttons —use them! Start to commit to reducing the amount of time you spend with technology after getting home from the office/finishing up your work for the day. Staring at a computer screen for 7 hours a day has incredibly negative effects on your mood and energy, take a step back once you have a moment to breathe. To get started, do it in phases. Don't bring your cellphone to the dinner table. When you are on vacation, be on vacation.

It Doesn't Have to be Perfect

The chances are, you have a perfectionist among you at the office. This person doesn't try to stress out over every little thing, but from a young age, they learned to put their all into what they do. This is a positive in some cases, but will eventually drain the energy of most workers. It's easier to maintain that perfectionist habit as a kid, but as you grow up, life gets more complicated. As you climb the ladder at work and as your family grows, your responsibilities begin to add up. Perfectionism just no longer is an option. It is unrealistic, will cause stress, and will put unnecessary pressure on all teammates involved.



Wellness Council of Arizona
contact@welcaoz.org
(520) 293-3369