

# PUT YOUR HEALTH AT THE TOP OF YOUR TO-DO LIST.

## Get a handle on time management.

It always feels like there's never enough time in the day. Between work, dinner and late-night soccer practice, how are you supposed to find time for the little things? Like balancing your checkbook. Calling your mom. Or even a moment just to breathe.

Well if you can't find the time, then you'll just have to make it. All it takes is a little focus and a few simple steps, and you'll soon build a few extra minutes – even a few extra hours – into your day.

1

### Make clear goals

- › **Develop action plans:** Allow time to plan and organize
- › **Create to-do lists:** Create a step-by-step breakdown to help avoid needless mistakes
- › **Set smart goals:** Make them meaningful and attainable to manage time well

2

### Define your priorities

- › **Start hard:** Schedule your most important and most challenging tasks first
- › **Set boundaries:** Say no to unrealistic expectations and unnecessary obligations
- › **Focus on you:** Build rest and relaxation time into your schedule
- › **Set time limits:** Stick to your own personal deadlines
- › **Find a mentor:** Learn from people who manage time well.

3

### Keep up your energy

- › **Get up earlier:** It's the easiest way to add time to your day
- › **Delegate:** Assign tasks to your family and co-workers. You can even ask a friend for help
- › **Focus:** Try to eliminate one time-wasting activity each week
- › **Avoid perfectionism:** Just do the best you can in the time you have
- › **Succeed:** Achieve at least one major objective each day

Together, all the way.®



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