

Make *Yours* Healthy Choices!

Taking Back Your Time!

~One day each week, really rest~
 ~Cancel something~ Celebrate your family~ Take time to enjoy your spiritual life~
 ~Have a family fun night~ Read a book~ Listen to a child~
 Reflect on the balance of job, pleasure and what is consuming your life

"I am so stressed!" "I am too busy!" "There just aren't enough hours in the day...." How many times a week do we hear these statements? Everyone is complaining of exhaustion, and this ends up affecting not only our health, but also our personal happiness. Rushing from one thing to another isn't really living.

Do you intentionally live in the moment, or are you always thinking about the next item on your to-do list? When is the last time that you enjoyed a sunset, a conversation with your partner, your job, a meal?

Learning to take back your time and de-stress your life is a **life changing resolution**.

How can you take the necessary steps to make this a reality?

Note: This information is meant to complement the advice of your health care providers, not to replace it. Talk to your doctor if you have any health care concerns.

Let's look at seven different suggestions by Edward Hallowell, MD, author of Crazy-Busy: Overstretched, Overbooked, and About to Snap: Strategies for Coping in a World Gone ADD.

1. **Don't multi-task.** Don't divide your attention aim to do one thing at a time, directing your concentration to the moment.
2. **Keep "to-do" lists short.** Don't put over five items on your to-do list. Start with the most time-sensitive projects and focus on completing these for the day.
3. **Delegate.** When possible, give away the jobs you don't like or don't want to do. Ask for help, make a trade (I'll wash the dishes if you will do the laundry) or pay the neighbor kid to mow your lawn or rake the leaves.
4. **Keep a positive attitude.** Fear and anxiety interrupt productivity. Tackle the projects you dread head on and reap the benefit of knowing it is done!



5. **Limit interruptions.** If possible, create specific times to answer emails and return calls so that your focus isn't broken throughout the day.
6. **Organize.** Take a few minutes at the end of each day to prepare for tomorrow. Save time you'd otherwise waste trying to find things by taking just enough time to organize. Don't obsess over it, just allow a few minutes each day for this task.
7. **Don't lose sleep over it.** Staying up too late and working can be counter-productive and you will not be at your peak performance. Sleep isn't optional, and you don't get ahead by skimping on it.