

Time Management

...involves a healthy balance between work and play

Quiz: *How do you eat an elephant?*

1. Make a list of all the tasks or chores that need to be done, i.e. make a “To Do” list;
2. Estimate the time to complete *each* task;
3. Set a time-line for each task according to due dates, deadlines, start dates, dates of completion...;
4. Prioritize the tasks;
E.g.: 1) take car to the garage on Monday morning;
2) complete report by next Wednesday at 1 pm;
3) do groceries and clean the apartment on Friday (for guests coming Saturday).
5. When possible, take each task and divide them into several smaller tasks (i.e. set out a work plan)
E.g.: Complete report by next Wednesday at 1 pm:
1) set a plan for the report (i.e. introduction, hypothesis for analysis, conclusion);
2) do research for the topic;
3) write a draft for each part of the assignment;
4) review the document, make appropriate changes and finish the final draft.
6. Include leisure time and activities in your schedule
E.g.: - do yoga on Tuesday and Thursday evenings;
- play pickleball on Wednesday evenings;
- go to the movies on Friday evenings;
- go out with friend(s) over the weekend.
7. *Celebrate your success!*
Take the time to acknowledge your accomplishments. This is REALLY important to do otherwise life becomes an infinite one-task-after-the-other type of mechanical empty routine which is highly conducive to burnout, depression and overall dissatisfaction about life. 😞
E.g.: - reward yourself with a healthy meal or treat;
- buy a book that you like;
- do positive/healthy activities that you enjoy on a regular basis;
- call a friend or family member, etc.



Helpful Hints for Effective Time Management

1. Identify your best “productive time”.
Are you an early bird? A night owl? An afternoon robin?
Ensure you do the bulk of your most important work during your optimal productive window of time.
2. Allow enough time to do each task you wish to accomplish.
Avoid cramming your schedule with too many tasks with too little allotted time for each activity otherwise you will feel overwhelmed and stressed out all the time.
3. For students:
Plan *one to two hours of study time per hour of class* in order to be on top of things... and get decent grades!
4. Last but not least: Take regular breaks!
It is recommended to *take 10 minutes of break for every hour of work* completed! Our brain needs to cool down, “empty” itself from the information with which we are filling it. In turns this break time allows more “room” and a fresh start to input new information. You may use your breaks to replenish your body with healthy snacks and liquids, stretch, do a brief meditation, get fresh air...

Remember: Work exists to support us and improve the quality of our life, not the opposite!
Work is meant to be enjoyable and increase our self-esteem.

We are not meant to be slaves of our work.

And yes, work WILL survive *without* us: we ARE disposable!

Work does not care about us: it only cares about itself. Work is like an appetite that CANNOT be satisfied. *Beware of the Big Bad ~~Wolf~~ Work!*

Beware: There are many unhealthy work environments. Trust your instincts and your inner voice: if you are constantly unhappy in your workplace, it may be an unhealthy one... otherwise you may need to change your own (unhealthy or ineffective) work habits, or recalibrate your work–life balance.

Enjoy your work, enjoy your life and take really good care of your Self!

Answer to quiz: *One bite at a time!*

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