

Get Healthy with Your Benefits: Time Management

VEBA online



online resources

For informational articles and resources on time management skills, go to the About.com Web site at <http://stress.about.com/od/timemanagement/>.

When you feel like you don't have enough time in the day to do the things you need to do (work projects, grocery shopping, cooking, cleaning), you feel overwhelmed — stressed. By learning how to better manage your time, you can lessen the effects of stress on your body.

Time wasters

Most of us are guilty of wasting time at home and at work. Some of the biggest time wasters are:

- Disorganization
- Lack of routine
- Junk e-mail
- Unclear goals
- Poor planning
- Surfing the Internet.

Ten time management tips

Try these tips when you feel like you can't squeeze everything you need to accomplish into your day:

1. If you're working at home or trying to complete a household task, turn off the telephone until you're finished.
2. At the office, schedule meetings at the end of the workday, so they're less likely to drag on. Develop a clear agenda and stick to it.
3. If coworkers stop by your desk to chat, let them know — politely but firmly — that you have a tight deadline. When you socialize at the office, consistently do so when you are away from your desk.
4. If you are a teacher, let parents and students know when you're available and your communication preference, whether it's e-mail, voice mail or in person at a set time.
5. Create mail folders to prioritize your mail. Go through the mail at the beginning of each day — don't let it stack up.
6. When you are forced to wait around for others (either on the phone or in person), find ways to put that time to good use (e.g., make a to-do list or grocery list, sort your mail, or fold clothes).
7. Buy canned foods and household items, such as toilet paper and paper towels, in larger quantities than you need immediately.
8. Stock up on postage stamps, greeting cards and gift wrap, etc., so you won't have to make special trips to purchase them at the last minute.
9. Organize your closet so you can find things easily.
10. Learn to say "no." Don't take on too many responsibilities, and don't try to accomplish too much in one day.