

# Time is on your side



Do you over commit? Have a hard time saying no? Do you procrastinate? Are you overwhelmed with projects and activities? Are you always running late? Answering “yes” to these questions may be a sign of poor time management.

The way you manage your time can have a big impact on your health. With effective time management you can reduce stress, use your time more effectively and improve your quality of life.

## **Not sure where to start? Try these tips:**

### **Create a daily schedule**

Planning your day can help you gain more control of your life. Jot down a to-do list and put tasks in order of importance. A schedule can help you avoid last-minute rushes.

### **Say no to nonessential tasks**

You may not be able to turn down extra work from your boss, but try to find places you can reduce your involvement or responsibilities. Think twice before you agree to be part of teams or committees that are not part of your core job. Away from your job, limit extra activities when your personal time is too stretched.

### **Delegate**

Review your to-do list and see if there are jobs you can pass on to someone else.

### **Take the time you need to do a quality job**

Doing the work right the first time may take more time up-front, but errors usually result in having to spend extra time on corrections.



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# Tackling time management



**Break large, time-consuming projects into smaller jobs**  
Work on them for a few minutes at a time until you finish them.

**Practice the 10-minute rule**  
Decide to work on a dreaded task for 10 minutes each day. Once you get started, you may find you can get into a rhythm and actually complete the task. Getting started is often the hardest part and causes you to procrastinate.

**Think about how you're spending your time**  
Keep a diary of everything you do for three days to see where your time goes. Look for time wasters and develop ways to spend your time more wisely.

**Get plenty of sleep and physical activity**  
Being alert after a good night's sleep can improve your focus so you can get your work done in less time. Physical activity gets the blood moving and increases your ability to concentrate.

**Check out a time management course**  
If your employer offers continuing education, take a time management class. If not, contact your local community college, community center or a university for a list of potential courses.

**Take a break**  
Too much stress can make you feel disorganized. When you need a break, take one. Go for a walk, do some quick stretches at your workstation, or take a day of vacation.