

Time Management

Concentrate on results, not on activity

1. **Evaluate how you're spending your time** – keep a journal or diary for 3 -7 days of everything you do and how long it takes. Look for where time can be used more wisely.
2. **Plan each day** – this can help you feel more control and accomplish more
3. **Prioritize your tasks** – spend your time and energy on tasks that are truly important. Mark the most important tasks “A”, less important “B”, then “C” and so on. Tackle the “A”s first!
4. **Learn to say no** – don't over commit or overextend. Consider your goals and schedule before agreeing to take on another task.
5. **Delegate** – Look at your to-do list and choose what you can pass on to someone else.
6. **Take the time you need to do quality work** – doing the work right the first time saves you from making errors and corrections.
7. **Break large, time-consuming tasks into smaller tasks** – this makes it more manageable and easier to tackle.
8. **Limit distractions** – close your door, turn off phone and email.
9. **Take a break when needed** – take a walk, stretch at your desk.
10. **Get plenty of sleep, eat a healthy diet, and exercise regularly** – this will improve your concentration and efficiency.



Sleep..ZZZZZZ

Tips to help you sleep better:

1. Keep a regular sleep schedule
2. Naturally regulate your sleep-wake cycle – increase light exposure during the day; boost melatonin production at night by turning off computer and TV.
3. Create a relaxing bedtime routine – keep noise down, keep your room cool, invest on comfortable mattress and pillows; reserve your bed for sleeping and sex..
4. Eat healthy, nutritious food and exercise – stay away from big meals at night, avoid alcohol before bed, cut down on caffeine, quit smoking.
5. Get anxiety and stress in check – use techniques like deep breathing, progressive muscle relaxation and visualization.
6. Ways to get back to sleep – stay out of your head (focus on feelings and sensations in your body and not on your thoughts); make relaxation your goal, not sleep; do a quiet, non-stimulating activity; postpone worrying and brainstorming

Sources:

helpguide.org; sleepbetter.org; bettersleep.org



