

Finding More Time at Work

The average American will waste five years waiting in line, three years attending meetings, one year searching for things in the home, eight months opening up junk mail and two years commuting to work.

According to the Families and Work Institute, in the last 20 years, jobs have become less secure, more demanding and time-consuming. Especially in troubled economic times, when employees are asked to do more with fewer resources, patience and peace of mind can wear thin.

The bottom line is that it's up to you to learn how to organize your responsibilities, manage your time, get better at working on *key* tasks, and learn strategies for accomplishing your professional goals.

By incorporating a few simple time management techniques you can increase your productivity and create more time.

Action Steps:

This week, begin each day by writing out a "to do" list for work, if you're not already in the habit of doing so. Focus on the top priority tasks. Determining which tasks are more important than others will help keep you focused, on track and prevent you from sliding into chaos and therefore wasting your time. You can also make the list ahead of time, even before you leave at the end of the day. Remember to "work the list" and you will feel better as you begin to check things off as done!

If you have more work to do than time to accomplish it, schedule the rest of the tasks on other days. Assign work to others whenever you can. Don't fall into the trap of thinking you are the only person who can do the job right. If there is no one else to delegate to, keep focused on the most important tasks and recognize progress in what you accomplish. Working long hours doesn't mean that you'll accomplish more. The goal is to be productive without working overtime, risking burnout and compromising the quality of work you produce due to fatigue.

Working smarter, not harder, is the way to accomplish more, feel better about your work and have time to enjoy other activities. Most successful executives who rise to the top are organized, deliberate and work not from negative stress, but from positive action. Strive for balance in your life. Make time for family, friends, hobbies and, most importantly, fun.

We can help you reach your goals with Creating Wellness! Do you know how well you are? The absence of illness or discomfort does not necessarily mean we are healthy and well. A Creating Wellness assessment can help identify the areas of your life that, if improved, will allow you to live life with vitality and energy! Ask us about how you can create more wellness in your life!

Portions of this week's wellness tip were provided by Claire Carter of the Creating Wellness team.

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