

Tips for Better Time Management and Reduced Personal Stress

- ▲ Go to bed at a reasonable time; get up at reasonable time; begin the day unrushed; eat well; exercise.
- ▲ Delegate tasks to capable others; ask for team help; work together with family/friends/co-workers/committee members.
- ▲ Say 'no' to tasks that will compromise your mental health or just won't fit into your time schedule.
- ▲ Control spending habits; reduce debts; pay obligations in advance of due date.
- ▲ Allow extra time to get places and extra time to get things done (traffic, parking, running out of supplies, illness, phone interruptions, etc.)
- ▲ Arrive early for meetings and appointments. When on a schedule, be ahead of the schedule.
- ▲ Simplify and unclutter work space, living space, car, desk, etc. Be organized so all things have a place.
- ▲ Control worries and concerns. If you can't do anything about a situation of hurt feelings, past issues, etc. forget it and thrive on future opportunities.
- ▲ Have back up plans - a person to call on for help, extra keys, extra business cards, extra batteries, extra stamps, alternate date or location for causes of weather.
- ▲ Pace yourself. Spread out big or difficult projects without lumping them together.
- ▲ Handle small problems or tasks promptly; avoid those becoming larger tasks later.
- ▲ Develop a forgiving attitude. Many people are doing the best they can and one doesn't know what is going on in another's personal life.
- ▲ Be kind to unkind people. They probably need it the most.
- ▲ Talk less; listen more. Sit on your ego; raise someone else's ego.
- ▲ Laugh. Do something for the kid in you each day.

- ▲ Find time to be alone each day for spiritual growth, mental relaxation, etc.