



"Managing my time effectively greatly improves my productivity. However, the most beneficial aspect of effectively managing my time is my life is far less stressful and I feel much more in control. Here are some of my best tips:"

1

Plan your day before you start it! I find the best thing to do is on the evening before, note all the things that you want to achieve on the following day. If for some reason you don't get it done the night prior, then do it first thing when you get out of bed. Avoid putting everything you can possibly think of on that list, but just list the things that are important for you that day. (I also think that a good thing to be on your daily list is to stretch your body and do at least two push-ups!)

2

On your daily list put an estimate of the time that you think it will take for each task. This will help to keep your view of your daily capacity within reason.

3

Do two or three simple tasks at the start of your day, so that you're starting the day off in an achievement frame of mind.

4

Use a diary to list your daily tasks. Avoid having them on separate pieces of paper. Then you have any leftovers from the previous days task in front of you as you are writing out the tasks for the next day.

5

If any of your tasks have a red-hot deadline, make sure they are highlighted and noted as a high-priority.

6

Learn to say NO! I always had an issue with this one, but my husband was on my back for a couple of years before I realised that he was right! We don't have to say yes to everything. Don't allow others, or another task, to steal your day.

see over for tips 7-12





7

Make yourself aware of what time of day it is. Don't let the day run away from you and leave you feeling empty if you haven't completed all the tasks you wanted to.

8

For appointments or critical task deadlines, set your phone alarm 15 minutes prior to the time. Just having the alarm go off will remind you that there's something important that you have to do right now.

9

Learn to focus on one activity at a time. Don't be distracted while you're doing an important task by something that's less important. It is satisfying to finish what you're working on without distraction.

10

Don't beat yourself up if you don't complete all your tasks for that day. Remember that you are developing a new habit and you can carry over tasks that you didn't complete into the next day. Know that it will take you a little time, maybe a couple of weeks, to get into the process of this new habit. It will become the way you do life.

11

In your daily plan make sure you set aside time for breaks, including lunchtime and dinner time. Make those times an entry in your daily plan and don't be distracted from them. Don't let your tasks interfere with your downtime. Also, make sure your family has your 'presence' at dinner time, as a minimum!

12

Be encouraged to have at least one day of the week where you have no tasks scheduled and you can spend time with your partner and your family. Don't be tempted to complete tasks that might have overflowed from the week. Your partner and your family are far more important than any task you will do.





"I have found that managing my energy has been just as important as managing my time. To be more effective each day I also need to know how to self soothe and calm down when the pressure is on. Responding to problems that I can do little to resolve has taught me how important it is to manage my attitude, my mindset and my behaviour as I get on with the tasks for the day."

MY TOP 8 ENERGY RESTORERS

-  Do 20 seconds of exercise whenever you can. Do 2 (or 10) push-ups. Run up any stairs. Run on spot for 20 secs. Do 10 squats at 3 o'clock each day. Do 10 lunges along the way. Anything that gets your heart rate up is helpful.
-  Walk briskly for 20 minutes.
-  Give yourself six minutes of silence whenever you feel overwhelmed. Give your mind a chance to rest and reset. Set the countdown clock on your phone to measure the six minutes.
-  Take 6 deep breaths. Expand your stomach as you breathe in through your nose for a count of 4. Hold for 4 counts, then breathe out through your mouth for a count of 4. Repeat. Take deep breaths anytime you think of it.
-  Stretch and yawn. Stretch your arms above your head then stretch each calf muscle. Now try to touch your toes. Just hang there for a count of 20. It's good for your hamstrings and your stress levels.
-  Twist in your chair each hour. Give your spine a stretch by twisting left and right and holding for 20 secs.
-  Scrunch your shoulders up to your ears then relax. Repeat 3 times. This will reduce the tension in your neck and shoulders. Roll your shoulders back.
-  Kiss your spouse or partner for 6 seconds! Make it count. My husband thinks you shouldn't restrict yourself to 6 seconds!





1 Phone a friend and simply tell them how you feel. Share your feelings with your partner too. Find safe places to express your frustration, fear, sadness or anger.



2 Sing out loud. Or whistle or hum. Use your breath.



3 Write down what you are thinking about if you can't sleep.



4 Write a list of what you are grateful for today and read it over.



5 If you have a faith, pray out loud as it's good for you to hear yourself.



6 Listen to books, podcasts or ideas to tune out of your tension. Choose something encouraging!



7 Listen to something lovely to help you relax and go to sleep. There are many calming apps available.

