Finding the Time

Good time management skills minimize stress and boost your quality of life. They enable you to better balance tasks and time making you a more pleasant individual to be around. If you have found yourself struggling to find time to (fill in the blank as you like), take a lesson from time management experts and start working on strengthening essential time management skills.

Prioritize tasks: Identify what is most important to you and move it to the top of your list. Stop wasting your time and energy on tasks that are not truly important to you.

Assess your time: Write down everything you do for three days to identify how you are spending your time. Note time that is being spent on activities that are not producing the results that you most want. How could use this time more wisely?

Do away with distractions: Commit to the task at hand and minimize routine distractions like social media, phone calls, or emails. The constant starting and stopping of activity expands the amount of time any given task will require. Stay focused.

Chunk it down: Divide a large task into several smaller tasks and tackle each one individually. This allows you to methodically complete the larger task while experiencing success with the completion of each smaller one.

Plan, plan, and plan: Craft a vision of what is most important for you to complete today or this week. Next plan your day or week with this vision in mind. Write a to do list or a schedule that becomes your guide for budgeting time.

Live healthfully: Eat healthfully, be physically active, and get plenty of sleep. These healthy habits will boost your focus, concentration and problem solving abilities which, in turn, improves efficiency so that you can complete tasks in less time.

Disclaimer: Always consult with your healthcare provider before beginning any new health program. If it is inadvisable for you to achieve the goal in this challenge due to a medical & or other issue, you can reach out to Alyfe Wellbeing Strategies at (866) 668 7438 or at livewell@alyfewellbeing.com. Alyfe Wellbeing Strategies will work with you to determine an alternate goal in order to complete the challenge.

If you would like to reach a member of the Be Well UC Team, please email wellness@uc.edu. If you need assistance or help with using the Alyfe Wellbeing portal, please contact Alyfe via email at bewelluc@alyfewellbeing.com or by phone (844) 384-0500.