

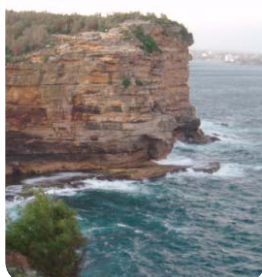


Time Management

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By delving into your time management skills you can change bad habits and alleviate stress and anxiety when you have to be somewhere at a specific time.

Use the example below as a guide to how you can manage your time more effectively.



EXAMPLE: Routine to leave home by 8:00am for work.

OLD MORNING ROUTINE

6am	Wake up
6:00 – 6:05	Make bed
6:05 – 6:45	Go for a walk with the dog
6:45 – 7:05	Prepare and eat breakfast
7:05 – 7:20	Clean up after breakfast
7:20 – 7:30	Make lunch for the kids
7:30 – 8:00	Bathe kids and get ready for school
8:00 – 8:15	Iron clothes for me and hubby
8:15 – 8:30	Feed the dog and clean up his mess in the yard
8:30 – 8:50	Have a shower and get dressed
8:50am	Leave home – running 50mins LATE!

Possible changes to this routine that will shave off time

- 1) Ask hubby to make the bed in the morning
- 2) Make kids lunches the night before work
- 3) Iron clothes the night before work
- 4) Bathe kids the night before, so they only have to get dressed in the morning and brush teeth
- 5) Clean up dog's mess at night after work

NEW MORNING ROUTINE

6am	Wake up
6:00 – 6:40	Go for a walk with the dog
6:40 – 7:00	Prepare and eat breakfast
7:00 – 7:15	Clean up after breakfast
7:15 – 7:30	Get kids ready for school
7:30 – 7:35	Feed the dog
7:35 – 7:50	Have a shower and get dressed
7:50am	Leave home – running 10mins EARLY!

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