



Where Does the Time Go?

Although we wish we had more of it, none of us can buy, sell, borrow, store away or alter time. We can only SPEND it. Therefore, we must learn to spend it wisely to meet the demands of our daily lives. Try one or more of the following tips to get the best value from the time you have.

- ⌚ Avoid perfectionism – just do it and stop worrying about doing it perfectly.
- ⌚ Consolidate time to work on projects.
- ⌚ At home, prioritize the people in your life, and let the “projects” take a back seat.
- ⌚ Do the tasks you dread first.
- ⌚ Delegate — especially with family projects, get everyone involved and give them responsibilities.
- ⌚ Plan ahead and prioritize as follows.



- Make a list – This may be a project list for your home, a responsibility list for your family, or a “to do” list for work. Keep the list where it is readily accessible.
- Rate each activity on the list as
 - A) important
 - B) somewhat important
 - C) not important

- Review your list regularly see where priorities may have changed.

If you still need more time or more help, don't hesitate to call your employee assistance program

HelpPeopleSM
Employee Assistance Program

315/470-7447 or 800/777-6110

Suggestions for Reducing Time Wasters

- ⌚ Reduce paperwork by handling each piece of paper only once.
 - Place bills in a folder as they come in and review on a weekly basis.
- ⌚ Throw away/recycle junk mail unopened, before you enter the house.
- ⌚ To reduce junk mail, write to:
 - Direct Marketing Association, PO Box 9008, Farmingdale, NY 11735.
- ⌚ Tell phone solicitors that you only respond to mailed information.
- ⌚ To reduce phone solicitations, write to:
 - Telephone Preference Service, Direct Marketing Association PO Box 9014, Farmingdale, NY 11735 and/or register at www.nynocall.com.
- ⌚ When it comes to food, homemade isn't always better. Ask around for quick and easy nutritious meal ideas.
- ⌚ If you don't have time to shop for gifts, give gift certificates.
- ⌚ Don't assume responsibility for everything — assign household chores to family members and/or considering paying a teenager to do the dusting and clean the bathrooms.
- ⌚ Organize your belongings at home and at work.
 - Purchase or make systems for organization and have everyone agree to use them.
 - Good organization raises morale and increases productivity.



HelpPeopleSM
Employee Assistance Program

- ▶ A free, confidential service offered by your employer
- ▶ For employees and immediate family members
- ▶ Services throughout the country

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