

Time management tips



Do you ever feel like there's not enough time in the day to finish everything you set out to do? If so, you're not alone. Today, more and more people are balancing work, family and personal lives. To be successful, this challenge requires time management skills. These tips may help you better manage your time so that you can get things done efficiently, with time left over for yourself.

- ▶ **Determine how you spend your day.** You may not realize where your time goes. Make a list of everything you do during the day. Include time spent talking on the phone, opening mail, running errands, commuting and making dinner. This will help you figure out how much time you give to important and not-so-important tasks.
- ▶ **Prioritize your responsibilities.** Create a to-do list and rank those tasks in order of importance. If jobs seem too large, break them down into smaller ones and rank those. Don't be discouraged if you can't complete your whole list. Even if you get just the important jobs done, you've done a lot!
- ▶ **Use down time effectively.** If you think you'll be sitting in a doctor's waiting room or on a bus for a while, bring something to do while you're waiting. This may be a good time to pay bills or create your list of things to do. Or, if you enjoy reading, bring the novel you haven't had a chance to finish.
- ▶ **Take care of routine things first.** Get everyday tasks out of the way. Then, you can concentrate on more stressful or time-consuming responsibilities that lie ahead.
- ▶ **Delegate work.** If the task at hand is something that someone else can help you complete, give it away! At home, ask your children to vacuum or do the dishes. At work, split projects with co-workers, assistants or interns, if appropriate. Sharing responsibilities can help you save time. In the future, when others are in a time crunch, be sure to return the favor.

► **Relax and always plan time for yourself.** Don't skimp on sleep. Getting enough shut-eye can make you more alert and productive throughout the day. And, whether it's taking that long-awaited bubble bath, shooting some hoops or spending alone time with a loved one, always leave time in your day to do something you'll enjoy. It's important to relax once in a while so that you can do your best in all the other areas of your life.

Managing your time can be challenging. But, with practice and determination, you can learn to take control of your schedule. Then, you can make time for the things that matter most to you.

Remember, you can call Care24[®] any time to learn more about time management or other personal concerns. Caring counselors are available 24 hours every day.



Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by UnitedHealthcare Insurance Company, UnitedHealthcare Services, Inc. or their affiliates. The Care24[®] program integrates elements of traditional employee assistance and work-life programs with health information lines for a comprehensive set of resources. Program components may not be available in all states or for all groups. Care24 is a registered trademark of UnitedHealth Group, Inc., used by permission. Due to the potential for a conflict of interest, legal consultation will not be provided on issues that may involve legal action against Optum or its affiliates, including UnitedHealthcare, or any entity through which the caller is receiving Optum services directly or indirectly (e.g. employer or health plan). Care24 may not be available in all states or for all group sizes. Components subject to change. UnitedHealth Wellness[®] is a collection of programs and services offered to UnitedHealthcare enrollees to help them stay healthy. It is not an insurance product but is offered to existing enrollees of certain products underwritten or provided by UnitedHealthcare Insurance Company or its affiliates to encourage their participation in wellness programs. Health care professional availability for certain services may be dependent on licensure, scope of practice restrictions or other requirements in the state. Therefore, some services may not be included in some programs due to state regulations. Some UnitedHealth Wellness programs and services may not be included in all medical plans or for all customers and individuals. Program and services are subject to change at any time.