

# KNOW YOUR LIMITS

## Manage ME Time

You are a busy person.  
You manage time at work, at home, with kids, with activities....  
We also want you to think about managing YOUR time.

### How to Manage Time for You

- **Start in the morning, first thing**
  - This is when you might be the least distracted.
  - Communicate that this time is important to you with your household.
- **Driving to work**
  - This is valuable time that you can be:
    - Listening to enjoyable music
    - Listening to educational podcasts
    - Listening to audiobooks
    - Brainstorming
    - Talking ideas out loud
- **Waiting in your car**
  - Reframe this tedious time to “me time”.
  - Read a book.
  - Jot down some thoughts or ideas into a journal.
- **Walking to work (if possible!)**
  - You are getting exercise.
  - You have time to reflect about life.
  - You can listen to enjoyable music.
- **Learn how to say no**
  - Do things that you value and bring satisfaction to your life.
- **Do not have too many priorities**
  - The more items you have on your list, the more stress you feel and the more indecisive you become.
  - Keep YOU a priority and schedule it.
- **Streamline your daily routine**
  - To be effective and efficient.
- **Arrive to work early**
  - You can use this time for you.
- **Having lunch alone can allow for you to have some quiet time**



Source: [www.sparkpeople.com](http://www.sparkpeople.com), [www.realsimple.com](http://www.realsimple.com)