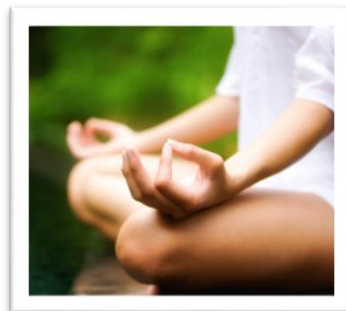
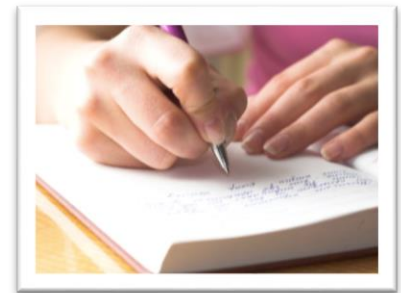


KNOW YOUR LIMITS

Making Time for YOU, Everyday...

You are important and you deserve time to yourself, everyday. We have some practical ways for you to make this a priority.

- **Realize that you deserve time to yourself everyday because self-care is important**
 - Do not feel guilty for taking care of yourself!
- **Start by making a list of what you want to do rather than scheduling “free time”**
 - Read?
 - Blog?
 - Exercise?
 - Meditate?
 - Education class?
- **Decide on what time of the day works best for you**
 - Morning?
 - Right after work?
 - Evening?
- **Treat your unwinding time as a major task you need to do. Over time, it will become easier for you to become accountable to it.**
- **Create a daily ritual of putting yourself first so you know you have something to look forward to.**
- **Delegate tasks to people when you need to or ask for help so you can complete tasks faster.**
- **Eliminate distractions when you’re making time for yourself!**
 - Close the door
 - Turn off your phone



Source: www.sparkpeople.com, www.realsimple.com