



# TIME MANAGEMENT

## Family Lifestyle Program

## What is Time Management?

Time management is the process of planning and consciously controlling time spent on specific activities — especially to increase effectiveness, efficiency, and productivity. Good time management makes you more intentional about how to invest your time, so you can spend more time doing the things you enjoy.

## Time Management Techniques:

### THE 80/20 RULE

The 80/20 Rule is the idea that 20% of actions are responsible for 80% of outcomes. How it works:

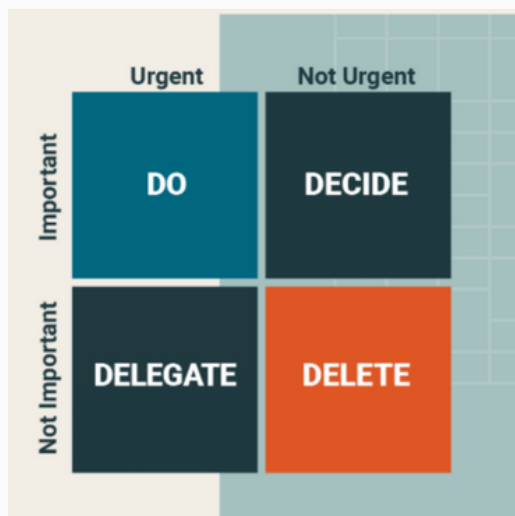
- List some of the problems you are facing.
- Identify the root cause of each problem.
- Assign a score to each problem: Assign higher numbers to more important problems
- Group problems together by cause
- Add up the score of each group: The group with the highest score is the issue you should work on first.
- Take action.

### THE TIMER TECHNIQUE

1. Choose a task you need to get done.
2. Set a timer (e.g., for 25 mins).
3. Focus on the task at hand.
4. When the time rings, put a checkmark on a piece of paper.
5. Take a short break for about 3-5 minutes doing something non-work related to give your brain break.
6. Repeat steps 2-5. Once you have completed this process four times, you can take longer breaks (20 minutes)

### EISENHOWER MATRIX

This method has you organize your tasks into 4 quadrants, sorting them by important vs. unimportant and urgent vs. not urgent.



### EAT THE FROG TECHNIQUE

“Eat a live frog first thing in the morning, and nothing worse will happen to you the rest of the day.” Complete difficult, frustrating, or tedious tasks, aka frogs, before the ones you’d rather do, getting them over with. Eating a frog every morning can make your day more enjoyable and help you finish more tasks.

## Egg Muffin Recipe

Meal prepping breakfast is a great way to free up time in your mornings while still eating tasty, nutritious meals.

Link to recipe [here](https://meklund7.wixsite.com/flip).



## How to make time to be active

### 1. EVERY DAY SET ASIDE ONE BLOCK OF TIME TO BE ACTIVE

Decide on a good time to set aside 20-30 minutes to do an activity you enjoy. If one block of time will not work, think about trying smaller blocks of time:

- 10 minutes in the morning, 10 minutes in the afternoon, and another 10 minutes in the evening
- 15 minutes twice a day

### 2. REPLACE LESS ACTIVE BLOCKS OF TIME WITH ACTIVE ONES

- Walk for half an hour instead of watching an extra half hour of TV
- Instead of reading a book seated, read while on an exercise bike

### 3. SQUEEZE FITNESS IN WHENEVER YOU CAN

- Park in the back of the parking lot to increase your step count.
- Do a few sets of sit-ups, jumping jacks or lunges while you watch your kids at the park.
- While you are sitting, do some leg lifts to work your abs.
- Use the time when you are washing dishes to work your legs by doing some calf raises.

## Start with Stretches!

Starting your morning with stretches is a great way to get blood flowing, warm up your muscles, and feel relaxed.

How to Stretch:

- Move slowly until you feel the muscle stretch, a safe stretch is gentle and relaxing.
- Hold the stretch for 15-30 seconds, do not bounce.
- Relax, then repeat 3-5 times.
- Stretch within your own limits. Do not push yourself.
- Breathe slowly and naturally. Do not hold your breath.

Being more flexible will prevent your muscles from becoming sore, cramped, or injured. Try starting your day with 4 different stretches from the examples in the column.

## Start with Stretches!

