


GET ACTIVE

Workplace Wellness

There are 24 hours in a day. Manage your time effectively and make the most out of each hour.



MULTITASK

- ▮ Spend your TV viewing time wisely.
 - ▮ Pay bills, clip coupons, iron or work on tomorrow's to-do list while watching your favorite programs.
- 

Take advantage of downtime in waiting rooms, in line at the store, riding on the bus, or on the elliptical at the gym.

Always carry something to do with you when you go out — a book or a project, perhaps.

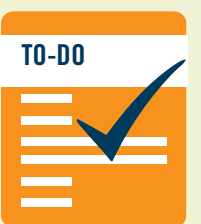


PRIORITIZE



Try to complete all of one type of to-do before moving on to the next task. Make all of your calls, do all of your filing and send all of your emails.

Be clear that you need to finish X task by 10 a.m., Y task by 3 p.m. and Z item by 5:30 p.m. This prevents your work from dragging on and eating into time reserved for other activities.



Take the first **30 MINUTES** of every day to plan your day. The most important time of your day is the time you schedule to schedule time.

RESET



Allow time for breaks between projects. Your brain will be more focused and motivated.

Take lengthy breaks away from work in the evening, on the weekend and during holidays to help you stay productive long term.



Most people need **7-8 HOURS** of sleep for their bodies and minds to function optimally. Listen to your body and don't underestimate the value of sleep.

YOUR LOGO HERE



Powered by

GREATER DES MOINES PARTNERSHIP