



**Annette Estes**  
**Columnist**

## Professional Development

### More time management tips

Many of us struggle daily with managing our time and the holidays create even more stressful schedules. Recently, I gave five suggestions for managing your work day: schedule for only half a day, set a timer for each hour of work, set boundaries and stick to them, learn to say no, and delegate.

Here are five more ideas for finding more work/life balance.

**Get your rest.** This is essential for maintaining optimum mental and physical fitness and preventing burnout. Sleep at least 7 hours every night. Take breaks during the day and do something relaxing – don't think about work. Practice relaxation techniques. The best thing I ever did for myself was to learn Transcendental Meditation and meditate for 20 minutes twice a day. Scientific studies on TM have proven it reduces stress, gives the body a deeper level of rest than sleep, and makes the mind more alert during the waking state. I highly recommend it as the best relaxation technique available. Call or email me for information on how to learn it.

**Exercise.** Some people say exercising relaxes them. Actually, exercise causes wear and tear on the body and doesn't qualify as rest. Yet it's just as important in maintaining a healthy, productive lifestyle. I won't go into detail about the benefits of regular exercise because you already know that. I will suggest you commit to exercising for at least 30 minutes a day four to five times a week. You should become more productive and enjoy your work and life more.

**Live in the present.** I have a client who has chronic insomnia. My heart goes out to her. She says she can't shut her mind off when she goes to bed and thinks about all the things she has to do the next day. People who do this are living in the future and destroying their present happiness. Of course, this happens to all of us at times. When my mind starts racing at night, I tell myself this is not the time to think of those things and I can usually stop. However, I read in bed until I get sleepy, so I don't often have this problem.

**Have a positive attitude.** I am amazed at how many people realize now that our outer world is controlled by our inner thoughts. I have this quote on my wall right in front of me, "Your life tends to reflect the area where you focus your thoughts." I heard one businessman say recently, "Your attitude determines your altitude." That's a

succinct way of saying that if you want to attract positive outcomes in life, you must cultivate positive thoughts. This is so important, I feel a little guilty at devoting only one paragraph to it. (Just kidding; guilt is not a positive quality!) Read as much as you can on this subject and surround yourself with positive people. Get the naysayers out of your life. Develop a strong positive attitude and see if you spend your time more wisely.

**Have strong intentions and follow up with action.** An intention is a statement of a desired outcome. If you want something you must have a strong intention to achieve it. Write your intentions down and then take action to make them a reality. What does this have to do with time management? Everything. When you have a strong intention to succeed and take action, it will happen more quickly, giving you more time for other pursuits. If you have a desire or intention but don't take action, you'll wander through life wondering where the time went why your dreams don't come true.

My wish for you is to enjoy your holidays to the fullest, to do exactly what you want to do, enjoy your family and your work. And remember, we are called human beings, not human doings.

See you next year.

Annette Estes is a Certified Professional Behavioral and Values Analyst, Coach, and Consultant. She is a professional speaker and author of the book, *Why Can't You See it My Way? Resolving Values Conflicts at Work and Home*. Annette won Matrix Awards in 2004-05 from Women in Communications for her columns in *The Easley Progress*. Contact her through her website at [www.CoachAnnette.com](http://www.CoachAnnette.com).

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