

JUNE 2022

Get Organized to Reclaim Your Time

PHYSICAL

DEVELOPMENTAL

SOCIAL

ENVIRONMENTAL

FINANCIAL

EMOTIONAL

Start by Simplifying the Main Facets of Your Life



Organize Your Home

Home is where you begin and end your day. An organized home allows you to focus on what matters to you most. Here are some ideas for getting your home in order:

- Plan your efforts around each room and its elements (e.g. a closet, bookshelf or storage bin), then prioritize those projects
- Start with smaller projects to build your confidence
- Sort items into piles and either keep, discard or donate them
- Find a place for everything! Keep frequently used items closer at hand. If you don't have the space, figure out what needs to go

PRO TIP: Take an honest look at your consumerism habits – accumulating (and spending money on) items that don't bring value to your life will only create more work and stress in the long run.



Organize Your Workflow

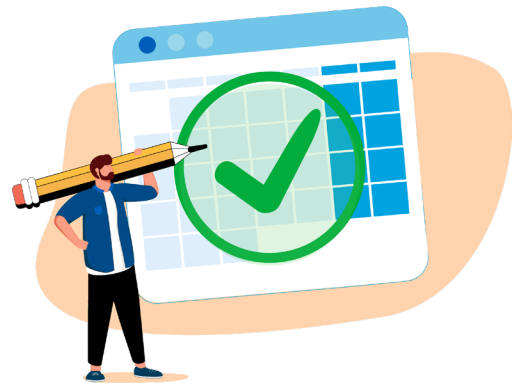
Work is likely one of the top demands on your time. Staying organized during your workday can help give you more time for your personal life. Here are some tips:

- Collaborate with your manager to prioritize job functions and set realistic goals, then outline a path to accomplish them
- Actively use your work calendar and to-do lists to keep you focused
- Keep your work environment tidy and make sure you have all the equipment you need for a successful shift
- Listen to your body for signs that you need a rest – maybe it's 60 seconds to breathe, a day off, or a vacation. Breaks are necessary to refresh your mind, body and gain a new perspective, allowing you to be more productive

Organize Your Schedule

From work to family, from friends to personal growth, or from sleep to healthy eating, there are many demands on your time. Try these tips to help you become more efficient, productive, relaxed and healthy:

- Use a calendar consistently and share it with your family and friends if it helps streamline your life – choose a personal calendar to use (iCal, Outlook, Google) and enter everything you have scheduled. Some calendar apps will allow you to duplicate your regular events and copy them to future dates
- Categorize the various demands on your time – self-care, work, children, health, commute, etc. then prioritize your tasks within each category. Schedule by category and priority
- Give yourself some flexibility, but commit to a timeframe to accomplish each task
- Reflect on possible barriers to being more efficient with your time. Did you prioritize too much of one thing, did you spend too much time on something nonessential, did you find it difficult to delegate, did you not take care of yourself?
- Use technology to be more efficient. Find an app to store and share recipes and shopping lists. Set timers and reminders. Find what works for you!



	Week One: Schedule	Week Two: Home	Week Three: Workflow	Week Four: Home
What's Your Goal?				
What's Your Plan?				

Check out this year's Way to Wellness topics and download our 2022 companion calendar with more great tips and challenges to track for each month. Stay tuned for upcoming topics!