<div align="center">

WASTED TIME
BY: Melissa Jeremiah, RN, CHCE
Director of Hoosier Uplands Home Health and Hospice

</div>

February is Time Management Month, which is something I feel most of us could use some help at. Poor time management leads us to feeling stressed. Hopefully, after reading this article, everyone will begin to find ways to regain control of the 24 hours each of us has in our day!

Let's look at some things we can do to manage our time better and decrease our stress level:

1. **You cannot be all things to all people. Realizing this is a huge step in the right direction. It helps to have a day planner and be able to know what things have to be done vs. the things that can wait.**
2. **Find out where you are wasting time. Time wasters may include: watching television, net surfing, checking e-mail, texting, personal phones, etc…Set a goal to limit the amount of time you spend performing time waster tasks.**
3. **Prioritize, prioritize, prioritize…begin each day prioritizing the tasks for the day. Remember there are only 24 hours in a day, and you cannot change that.**
4. **Learn to delegate. You are not superwoman, or superman. You need to allow other people to help you out.**
5. **Set time limits for tasks. If you have a friend that goes on and on chatting with you on the phone and being a time waster, set a goal to only let her speak for 5 minutes vs. taking up an hour of your valuable time.**
6. **Establish routines, for both yourself and your family.**
7. **Don't waste time waiting. If you have to wait at a doctor's appointment, take time out to balance your checkbook, instead of allowing this to just become wasted time.**
8. **Above all else, take time out for yourself. If you don't take care of yourself nobody else will, is an adage that is all too true! Schedule time everyday to do something you enjoy.**

This article was researched at sbinfocanada.about.com.