



## Getting More Done in Your Day

Getting organized in your work, family, and personal lives can help you create balance in each of these important areas. To keep the scales of work and life balanced, you must be organized. This means you must not only organize your stuff, but also your time.

Balancing your life means weighing your priorities. Like the scales of a balance, at times you'll be heavier on one side than the other. The idea is to change the weights on each side to try to stay even. You may feel that creating a structure for your days will be limiting. On the contrary, it will be liberating because it will free up time for you to enjoy your life. Roth recommends these tips to help you organize your life so you have more free time in which to enjoy it.

### **Organize your workday**

Do your hardest job first. Tackle the thing you have been putting off the most, then the rest of the day will be a breeze because you have already finished your hardest job. In addition, you'll be less stressed because it won't be on your mind.

Don't interrupt yourself. Finish the task you're doing, and then take your break. If you take a break during the task, you'll break your concentration.

Set up a good filing system. Filing is tedious, and most people would rather spend their time doing something more interesting. A good filing system, however, will free up your time and lower your stress.

Set up a tickler system. This is a reminder system for you to take action. Many people do this by the month and day.

Capture your thoughts. Carry a notepad or a PDA with you at all times to write down your ideas when you think of them.

During the last 10 minutes of each day, create your to-do list for the next day. Then you'll know exactly what you're going to do when you get to work. This will make you more productive as soon as you get there in the morning. Then, clean off your desk.

**For assistance in creating work/life balance for your employees, contact Sharon Rateike, corporate wellness program coordinator at (920) 568-5475 or [Sharon.Rateike@forthc.com](mailto:Sharon.Rateike@forthc.com).**

