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8 Ways to Better Manage Your Time

Feel like there aren't enough hours in the day? It might sound strange, but you might want to slow your pace. When we try to operate at warp speed, we sometimes make more mistakes and often feel more stress. Check out these tips to make the most of your time without pushing yourself too hard.

1. Log your time. Take a week to track how you spend most of your time at home and at work. In particular, pay attention to time spent on social media and recreational screen time such as video games, TV and web video. The average Facebook user spends 20 minutes per day on the site. That can add up. At work, look at how much of your time is focused on dealing with email vs. getting things done.

2. Set limits. Once you know where you're spending your time, set limits for yourself. Look for apps that can let you set time limits for certain online activities. Or just use a timer to limit time writing emails or using social media.

3. Make clear goals. Give yourself an easy way to set and track goals and tasks. Whether you have an online planner or just a written to-do list, update it every day.

4. Use your calendar. Whenever you take on a new project, try to think right away about how long it will take and when you can spend that time. If you use a calendar like Outlook, schedule time to work on projects in advance.

5. Be mindful. Practicing mindfulness can help you become more aware of how you are spending your time. And some research shows mindfulness can actually extend your perception of time as it passes.

QuickTakes



Real-world time management

The smartphone era hasn't made time move any faster. But it can sure feel that way sometimes. Technology can make things easier but it can also suck up our time and increase stress. Set some ground rules for yourself.

- Log the number of minutes you spend on social media.
- Put away your phone while driving, at meals, and when trying to sleep.
- Set aside time to get active. You'll be paid back with more energy!

This month's newsletter takes a look at strategies to help you make the most of your time.

6. Learn to say no. For some of us, this can be really hard. If you care about your job, you want to please your co-workers and managers. So pushing back about a task can be difficult. But if a project or task is going to really overextend you, it's worth having a conversation with your manager about your time. Likewise, in your personal life consider your time before committing to projects.

7. Find your focus. Interruptions can disrupt your concentration. When you really need to concentrate on something, try to get yourself away from distractions, turn off any notifications and put away your phone.

8. Ask for help. This can be another hard one for certain people. But sometimes a task or project might be easier for someone else at a given time. If you're asking for help, be respectful and if possible offer to reciprocate if you can.

Sources:

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Baked Salmon with Lemons and Onions Serves 4

When you're stretched for time, it's easy to make poor food choices. This quick dish can help you break that trend. "Fatty fish" is a misnomer — even the leanest beef has more saturated fat than this catch of the day.

INGREDIENTS

- 1 ½ pounds (700 g) skinless Alaska king or sockeye salmon or Arctic char fillets (in 4 pieces)
- 2 large onions, very thinly sliced
- 1 teaspoon olive oil
- ½ teaspoon fresh thyme leaves or 1 big pinch dried thyme
- 4 tablespoons white wine, dry vermouth or apple cider
- 2 lemons, scrubbed and very thinly sliced

DIRECTIONS

1. Preheat oven to 450°F. Heat oil in an ovenproof skillet set over medium heat. Add onions and cook, stirring often, until soft and translucent, about 10 minutes. Stir in thyme and wine, vermouth or apple cider. Season with a little salt and pepper.
2. Set fish fillets on top of onions. Lay lemon slices over all. Bake until the fish is cooked through, about 12 minutes, depending on the thickness of the fillet.
3. Discard lemon slices. Serve fish on the onions.
4. Serve with brown basmati rice tossed with dried currants, and steamed green beans.



NUTRITIONAL INFORMATION

214 Calories
 32 g Protein
 5 g Fat
 1 g Saturated fat
 0 g Trans fat
 8 g Carbohydrate
 1 g Dietary fiber
 208 mg Sodium
 33 mg Calcium