



**Regional Weight Management Center
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As the holiday season approaches, everyone begins to feel stressed because of “lack of time”. It is also the main reason people give for not eating healthfully and for failing to follow an active lifestyle.

Here are some general rules for Managing Your Time.

1. **Take personal responsibility.** Accept that you are ultimately responsible for how you spend your time.
2. **Be consistent.** Match your time usage with your values. Consistently apply your time management system. “Hit and Miss” won’t work!
3. **Be less perfect.** Don’t waste time trying to excel at everything. Choose areas of your life in which you can be average. Do you have to be the world’s greatest cook, housekeeper, and host? Don’t confuse high standards with unrealistic, perfectionistic goals.
4. **Assert yourself, ask for help.** You’ll never know what someone else may be willing to do unless you ask. Just don’t set your standards so high that no one else could possibly meet them.
5. **Learn to say “no”.** This important skill is difficult for many people to master. Until you learn to consistently protect your time by setting firm limits with those who ask for it, you will be over-scheduled and overwhelmed.

Remember “POS”, Prioritization, Organization and Simplification. The goal of time management is to increase your efficiency and reduce unnecessary. Self-imposed demands so you can spend more time on enjoyable and healthful activities and ultimately improve your well-being.

Taking responsibility for your time is the recipe for happiness. Many of us get so involved in making it through each week we lose sight of why we are performing tasks in the first place. Reflect on your goals and enjoy the upcoming holiday season.

Happy holidays from all of us at Regional Weight Management!

Terry Anderson, Supervisor
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