



Share the Wellness Tip

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Time for a Timeout from Techie Management Tools?

Feel like you're treading water? In this fast-paced world, many people are struggling to stay afloat in a sea of social media updates, email, phone calls and text messages. No matter how long your to-do list, there's a secret to being more productive, more in control and less stressed. It's called organization.



Time Saver or Time Waster?

There is no shortage of high-tech tools that can help, like online time management tools, apps and digital planners. Any tool that helps you do better at prioritizing and planning — even if it's just a pen and legal pad — can be worth it. Some tools are handy time savers — or time wasters — if they make you too accessible to interruptions. How good are you at turning off your device when you need uninterrupted concentration?

Just Do It

It doesn't matter what time-management system you use, just use one on a regular basis. Use your system consistently so that it becomes a habit.

Consider these tips:

- Always work from a list organized by priority and use a time planner whether it is a piece of paper or on an electronic device.
- Take time to master the technology you need; it can help you become more productive.
- Know your passwords or keep them in a secure, easy-to-access location; this also helps you be more efficient.
- Internet-based tools could lower, not raise, your productivity if maintaining them becomes a distraction in itself.
- Put your entire to-do list in writing so it's no longer swarming through your head. Prioritize what needs doing — then do it.

Turn It off before You Turn in

Modern technology can affect our sleep. The artificial light from TV and computer screens may cause us to miss out on deep, restorative sleep. Try turning off your TV and computer at least one hour before you go to sleep. And put your cellphone away from where you are sleeping.

Sources: *National Sleep Foundation, 2011; The New York Times, Sept. 10, 2012*

