



Schedule your
health coaching session
with Erika today!
(509) 392-7047

January 2022 Health Coaching Hint “Making Time for Time Management”

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Are you drained at the end of the day?

Is it that good drained that causes you to smile a little when you look back at all you accomplished?
Or is it more an exhaustion from not having enough time that leaves you wondering where the day went?

If it's the latter, you may need to make time for time management.

When we spend too much of our time on tasks and activities we don't enjoy, it can lead to extra stress which often leads to burnout.

Asking yourself these questions can help prevent this from happening and ensure you are spending most of your time doing what matters to you.

> **WHAT MATTERS TO YOU NOW?** Make a short list of the four areas (work, school, family, self-care, community, etc.) that matter the most to you. Within each of these areas list up to three goals or priorities for each area.

> **WHAT HAVE YOU BEEN DOING?** Write out what you have been spending your time on over the past month. What kept you busy each day and each week?

> **HOW WIDE IS THE GAP?** Compare what you have been doing with what you want to do. How different are these two lists?

> **WHAT NEEDS TO CHANGE?** Time to make some tough decisions. Can you delegate or remove any tasks or activities? Can you shift anything around to make more time to do the things that matter?

Still not sure where to start? Sometimes another perspective can be helpful. Schedule an inquiry call today and talk with our health coach, Erika Zink, to find out how she can guide you towards creating the skills you need to make time for better time management.