



## **Time Management: Time Well Spent** by award-winning author / stress-relief expert **Susie Mantell**

*"A schedule defends from chaos and whim. It is a net for catching days." -Annie Dillard*

I hate to rush, but I like to be on time. So for me, realistic time-management is critical. Build-in "cushion-time" between appointments for roadwork, rest breaks and the unexpected. Personal or family emergencies trump work, and one call can redirect your day, so last minute = high-risk. Sometimes, there's no choice, and sometimes, we work surprisingly well under pressure. I prefer to be ahead of deadlines, however, so that if I do hit a snag, the project still happens on time. "Post- its" indicate what absolutely must happen today. My week-planner and a long-range annual timeline track the rest. I re-prioritize these weekly with my assistant.

### **Time-Management Exercise:**

1. Visualize the total energy in a week as a pie chart.
2. Draw your pie. Pre-designate proportioned slices for daily activities like eating, reading, movement, attention to family and friends, commuting, energy for essential bodily functions: breathing, digestion, circulation, immune function, work. (Did work outweigh family and friends?)
3. Keep a sliver on reserve for the unexpected.
4. Now, re-draw your pie, creating spaces for relaxation, sleep, creative expression and play.
5. Revise monthly.

*"Simplicity is the ultimate sophistication." -Leonardo DaVinci*

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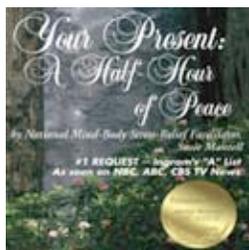


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- Susie's Spin on The To-Do List
  - [www.relaxintuit.com](http://www.relaxintuit.com)
- Catering Care to the "Time-Starved"
  - [www.cnn.com/2004/TRAVEL/08/12/bt.spas.on.the.run/index.html](http://www.cnn.com/2004/TRAVEL/08/12/bt.spas.on.the.run/index.html)
- Like supermoms, today's dads struggle balancing work/home
  - [www.time.com/time/magazine/article/0,9171,1101040823-682260,00.html](http://www.time.com/time/magazine/article/0,9171,1101040823-682260,00.html)
- Procrastinating monkeys turned into workaholics blocking key brain compound
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