

Live Well Be Well

"Let's Talk Time Management"

Welcome to Live Well, Be Well! A podcast where we speak candidly about health and well-being! My name is [Renee Dell'Acqua](#), and I'm a [Health Educator in Health Promotion Services here](#) at UC San Diego.

On this episode of Live Well Be Well, we'll be discussing simple yet effective [strategies for time management that will not only maximize your productivity, but also help you make time for your health and well-being needs!](#)

So we hope you get inspired, we hope you feel connected, and we hope you discover new ways to live your best life. Let's get started!

Have you ever felt like there's just not enough hours in the day to get everything that you need to get done, done? Have you ever sacrificed sleep by pulling an all-nighter, cancelling a work out, or opting for fast food instead of cooking a healthy meal because your to-do list was just so extensive? I'm sure nearly all of us have been there at some point or another! I know I definitely have!

Well today I'll be offering up some strategies for practicing time management so that you not only meeting those deadlines, but also you're prioritizing your health and well-being.

So let's start with the basics. The first tip I have is to have a dedicated planner or notebook where you keep track of your to-do lists, deadlines, important dates, responsibilities, etc. This can be a physical planner or an app on your phone -- there are many options out there, you just have to choose the one that's right for you!

The reason for having a dedicated place to document all that you have to do is because oftentimes people get overwhelmed, understandably so, thinking about all the things they need to get done and trying to remember those things. So transferring that mental to-do list onto paper or onto an app can be really beneficial for your mental health. And also for making sure you're getting what you need to get done, done and on time.

So once you have that dedicated space for your to-do list and deadlines, the next step is this: At the beginning of each week or even each day, whatever seems most fitting for you, create a to-do list of all the tasks you wish to complete. Look at each

task and ask yourself the following questions: **What is most important and urgent? What is important but not urgent? What is not important but urgent? What is not important and not urgent? And I know that what a lot so** let's dive into each other these questions and use some examples to get clarification on these questions:

(1) What is most important and urgent?

- These will be your "Top Priority" tasks that should be done immediately-- these are the tasks that require your utmost focus and attention
- Examples include: dealing with emergencies, an approaching deadline -- maybe you have a big paper due in the coming days, maybe you have an exam coming up really quickly so your attention needs to be placed on studying for that exam

(2) What is important but not urgent?

- These are your "Second Priority" tasks that are important but they don't need to be done right here right now. For instance, practicing holistic self-care, working out, connecting with family or friends, reviewing lecture notes from a class you just attended, scheduling and planning for future assignments, etc. -- these are all important but they don't necessarily have that pressing deadline
- These are the tasks that we need to purposefully schedule into our day and/or week because they are important but they're not really tied to a deadline so we need to establish a deadline or timeframe or they might get lost in the mix of things. For example, say you've been putting off that 30 minute workout to focus on other task. Well moving your body is so important not only for our physical health but also our emotional and mental health.
- The plan here will be to jot or schedule a 30-minute workout, put that down on your planner or calendar like you would a class or a meeting. And I'm going to add a note about perception here. This is your sacred time to take care of yourself and your health and well-being.

(3) What is not important but urgent?

- These tend to be those frequent, daily interruptions like receiving and responding to non-urgent emails, text messages, and phone calls.
- With these tasks, really assess each "interruption" and decide whether this needs to be taken care of now or can it wait until a later time when you've met the needs of your top and second priority tasks.

(4) What is *not* important and *not* urgent?

- These are your “Last Priority” tasks that should be completed once other, more important and urgent tasks have been completed. Examples include things like: binge watching a TV show, mindlessly scrolling through social media for extended periods of time, etc.

Other tips include:

- Knowing that it's not only ok but healthy to say "no" when requests add more stress to your life or more obligations to your plate. When saying "no," be direct, be honest, and be respectful.
- Understand that we only have so many hours in a day so be realistic in how you're planning your day. Be kind and compassionate to yourself -- listen to what your mind, body, and heart are telling you in terms of feeling overwhelmed or overly stressed.
- Set a timers for breaks. And know that seems a little extra but sometimes when we're overwhelmed with all that we have to get done, we can forget to take breaks. And research shows that breaks are incredibly beneficial for our productivity, cognitive functioning, and our mental and emotional health! One interesting method is for every 52 minutes of work or studying, take a 17 minute break. I know those numbers seem a bit odd but research has supported the benefit of these time allotments. Or keep it simple by taking a 5-10 minute break every hour. Breaks are essential for restoring our energy, giving our minds and eyes (if you're working on the computer) a little break, and ultimately, allowing us to meet the demands of daily life.

So those are just a few tips and strategies I have for you when it comes to time management. This is an important topic for many reasons so I'll continue to expand on time management strategies in future episodes to come.

So that concludes this episode of Live Well, Be Well! If you like what you heard today and would like to learn more about topics related to health and wellness, there's much more to come!

Please be sure to check out our website healthpromotionservices.ucsd.edu and also follow us on Instagram and

Facebook under @UCSDHPS. Stay tuned for our next episode of Live Well, Be Well.

Until next time, be kind, be true, be you. And remember, to be well is to live well.