

# Everything in its place ... at work and home



Feel like your days are spinning out of control? Getting organized can help. While you may think that structuring your days will limit you, the opposite actually is true. When you get things in order, you free up more time to enjoy your life.

Try these ideas to help organize your personal time and recharge your batteries:

### **Bond with your child**

If you have children, schedule special time with each child once a week. Let your children help decide how you spend your special time together.

### **Make a date with your spouse**

It's important that you and your spouse do things together. Reserve some special time each evening for just the two of you. Choose at least one event each month that you can enjoy together, such as a night at the theater or a long walk in the park.

### **Connect with friends**

Nurturing relationships with friends can add enjoyment to your personal life. Make it a habit to meet friends for lunch or coffee, to go to a movie or to exercise together at the gym.

### **Go it alone**

You also need time for yourself. Make a list of the things you love to do, and spend some time every week doing something from that list.

**Flip the page for ways to organize your workday.**

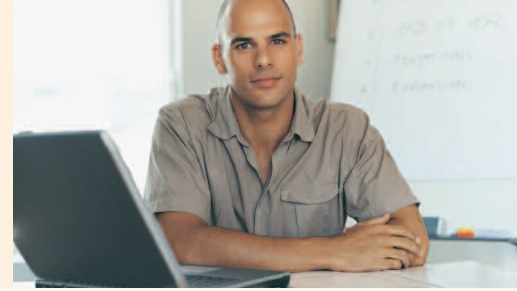


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# Your workday, your way



Taking small steps to organize your workday can make a major difference. Follow these simple tips to reduce stress, stay productive and maintain control.

## First things first

Do your hardest job first. Tackle what you have been putting off the most. Then, the rest of your day can be a breeze because your toughest task will be completed. You'll also be less stressed because it won't be on your mind.

## Do not disturb

Don't interrupt yourself. Finish the task you're doing, and then take a break. Otherwise, you'll disrupt your concentration.

## File away stress

Set up a good filing system. Filing can be mind-numbing, but a good system will free up your time and lower your stress when you can find what you need.

## Jog your memory

Set up a tickler system to remind you to take action. Use available reminder tools such as e-mail or phone calls and organize reminders by task.

## Seize the moment

Many times you could have an important thought or creative idea that is unrelated to the project at hand. Capture these thoughts by carrying a notepad or PDA with you at all times to record them.

## Here today, gone tomorrow

During the last few minutes of each workday, make a to-do list of what you want to accomplish the next day. You will start your morning more productively by knowing exactly what you need to accomplish. After you make your list, clean off your desk and begin with a clean slate.

As you put these practical tips into action, you'll master balancing your work and personal time.