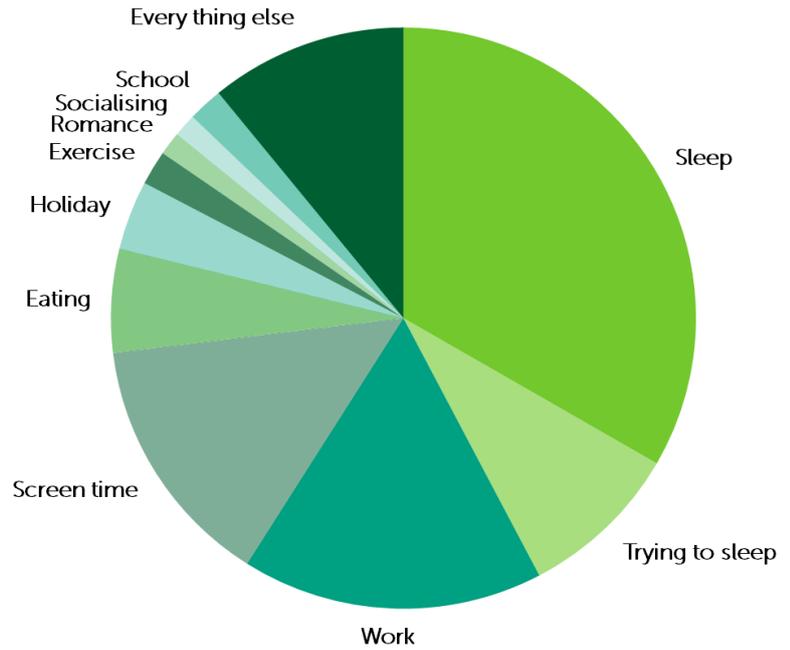


Time: Balance & Boundaries

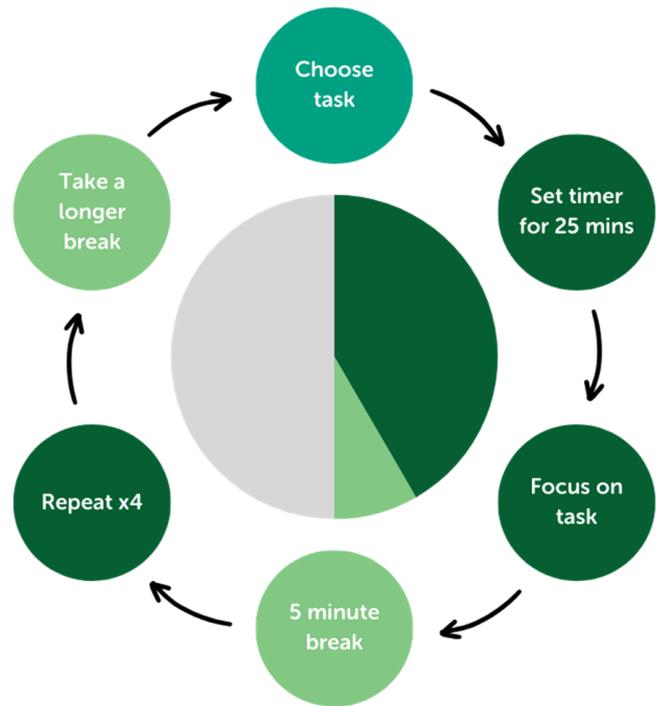
The time of our lives

- 33 years in bed - 26 are spent asleep, with 7 trying to fall asleep
- 13 years of work, including a year of overtime
- 11 years of screen time
- 4.5 years eating
- 3 years on holiday
- 1.5 years exercising
- 1 year socialising and 1 year engaging in romance
- 1.5 years in school
- 200 days in queues, 115 days laughing, commuting, cleaning etc



Planning and Prioritising

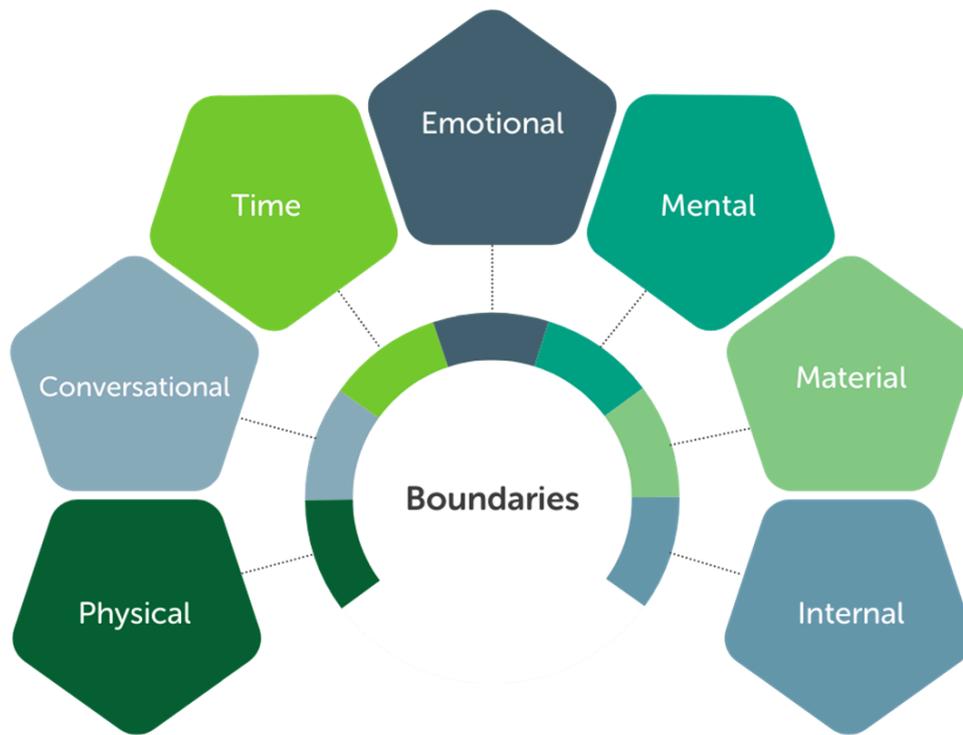
	Urgent	Not urgent
Important	<p>Do Do it now</p>	<p>Decide Schedule time for it</p>
Not important	<p>Delegate Can someone else do it?</p>	<p>Declutter Eliminate tasks you don't need to do</p>



Dealing with the unexpected

- Build contingencies into your plans - Particularly if you are relying on others to complete tasks. Be realistic with timeframes and review regularly to check you are on track.
- Learn to say no - Set boundaries and expectations politely and professionally.
- Remember your "done" list - Focus on what has been achieved, not only what is still to do.
- Communicate with colleagues - Helps to clarify understanding around workloads and capacity.
- Limit distractions - Maximise focus windows, block time in diary to complete tasks.
- Volunteer in moderation - It's great to help by stepping up for things outside your remit, but when you have lots on, make sure you prioritise those tasks you are responsible for.
- Reflect and tackle at source - Recognise where there might be regular disruptions and reduce their recurrence.

Maintaining Boudaries



Making the most of our time

- Make a plan - Schedule leisure activities in advance to ensure they become a priority. Treat your leisure time with the same level of importance as your work commitments. Don't feel guilty for scheduling time for yourself.
- Create routines - Establish enjoyable rituals for your leisure time, whether it's a weekly movie night, a Sunday brunch, or a regular game night with friends
- Focus on the quality rather than quantity - A shorter period of meaningful and enjoyable leisure can be more rejuvenating than a longer period of passive activities. Explore a variety of leisure activities to keep things interesting, this can include hobbies, sports, reading, listening to music, or spending time with loved ones.
- Practice mindfulness – During leisure activities. Whether it's watching a movie, reading a book, or taking a walk, be fully present and engaged in the experience.
- Consider use of technology - Disconnect from electronic devices during leisure time to avoid distractions. This can help you immerse yourself fully in the chosen activity. Be mindful of excessive screen time, especially on social media.
- Spend time with others, but be comfortable saying no and maintain boundaries - Don't overbook yourself with social engagements or activities that may cause stress. Find the right balance between spending time alone for self-reflection and engaging in social activities. Both have their benefits, and the ideal balance may vary for each person.
- Plan time outdoors - Whether it's a hike, a walk in the park, or simply sitting in your backyard, nature can have positive effects on your well-being.