

FINDING PEACE IN YOUR DAY RESOURCE PACKET

MAKE GOOD USE OF COMMUTE AND BREAK TIMES

Expert planners use travel and break times to their best advantage. Instead of grumbling about the hours they spend getting to and from work, they find ways to make the most of their commutes. They learn how to shift gears quickly and to take care of personal business during work breaks. No time is wasted if you put it to good use. Here are some ways to make commute and break times more pleasant and productive.

If you use public transit to get to work:

- Compose or review your daily to-do list.
- Outline business letters, notes and memos.
- Silently rehearse speeches, presentations and interviews.
- Catch up on your personal correspondence.
- Balance your checkbook and work on the family budget.
- Read business or recreational materials.

If you drive to work:

- Listen to music, books on tape or motivational tapes.
- Mentally plan meetings and projects. Some people carry small cassette tape recorders in the car to dictate notes and messages.
- Consider sharing rides. Many employers and regional transit authorities sponsor ride-sharing services that match you with other commuters and distribute information about other transit options.
- Allow extra time to get to your destination and relax.
- Call to confirm appointments and meetings before you leave your home or office so you can avoid disappointments and unnecessary waiting.

Use break times to:

- Make appointments with doctors, dentists and hairdressers.
- Check in with your children and child care provider.
- Take a walk around the block and get a breath of fresh air.
- Catch up on news with your coworkers.
- Read travel brochures for your family vacation.
- Relax; find a quiet spot, put up your feet and read your favorite magazine.

GET SMART ABOUT LEISURE

Though leisure time itself may be for rest and relaxation, the same skillful planning and prioritizing you use at work can help you to get more enjoyment out of your free time.

- Guard your free time by learning to say no to requests that aren't a priority for you.
- Keep a list of things you'd like to do in your free time. When that time arrives, consult your list, pick an activity and do it.
- Turn off the TV one day a week and fill that time creatively.
- Write leisure activities into your weekly schedule just like other appointments. Keep the appointment.
- Leave your work worries at the office. Write work projects and deadlines on a piece of paper, leave them in your desk drawer and forget about them until you return to work.
- Set aside one evening a week for a meeting with friends or coworkers after work, perhaps for a racquetball game, pizza or a potluck dinner.
- Make transition time between work and what comes next. Play a special tape in the car and take a scenic or less-traveled route home.
- When you get home, change into comfortable, fun clothes that make you feel good.
- One or two evenings a week, make it a habit to set aside a special time for yourself before tending to the kids or other home responsibilities. Exercise, read, phone a friend, watch the sunset, water your garden or do nothing at all. This is your time for yourself.
- Choose leisure activities that balance out your work life. If you sit behind a desk all day, get out and do something physical after work.

Claremont distributes this information to provide employees with useful information on a variety of topics. If you have concerns about these or other behavioral health issues, you can call Claremont to arrange for assistance. You will be directed to an appropriate, experienced professional who can offer guidance in a variety of work and personal matters.

For confidential help, call: 800-834-3773 or visit www.claremonteap.com.

TIPS FOR MANAGING YOUR TIME

There never seems to be enough hours in the day to manage both work and family obligations. But time management at home and at work can give you a sense of accomplishment and peace of mind. Here are some simple time management tips for work and home:

At Work

- Establish long- and short-range goals and objectives.
- Do your most difficult tasks when your energy is at its peak.
- Make a list of weekly objectives and prioritize it.
- Make a daily "to-do" list and prioritize it.
- Break large jobs into smaller parts.
- Do one job at a time.
- Postpone when necessary.
- Ask for feedback.
- Plan "quiet time" during the day when you can get your work done.
- Handle each piece of paper only once.
- Delegate responsibility if possible; assign tasks to other people.

At Home

- Plan, shop and prepare meals in advance.
- Keep a family calendar to schedule holidays, sporting events, doctor appointments and other important times.
- Hold family meetings to discuss goals, problems and family events and to assign household chores.
- Get help when you need it for chores and dependent care.
- Eliminate unnecessary chores.
- Schedule time to relax.

THE IMPORTANCE OF VACATIONS

This is just a reminder that a change of pace is essential to help you relax and balance the multiple demands in your life. Vacations, and time off from work in general, let you recharge your batteries so you can put your best energies into your job as an employee and in all the roles you play in your life. Use your vacation time to rewind, recharge and refocus. You will see the benefits of your rejuvenation in all areas of your life. Prioritize taking care of yourself; if you don't, who will?