

order. balance. beauty.

# Mastering Stress

Proper time management is crucial to health and wellbeing

A professional woman I met recently stated that she had reached a point several years ago when her passion for her job could no longer sustain her wellbeing. Overworked, she said she experienced stress on a daily basis and eventually made changes in her life to end the cycle.

“Most Americans,” she said, “are perpetually stressed like I used to be.”

Media coverage, medical news and my own client testimonials all point to the likelihood that she’s right.

If you identify with this and feel that you simply don’t have time to get organized, I argue that it should be your top priority. Critical to happiness and success is a thorough evaluation of your top priorities in life and a plan for honoring them above all else. Taking the time to figure out what’s most important informs appropriate choices about time management, which is key to reducing stress.

Adults and children alike are overscheduled these days. Identify the “musts” in your calendar – work and school, for example – and eliminate the rest. See how much more time you suddenly have for scheduling critical self-care activities? Now use it wisely.

- Block out at least eight hours nightly for sleep.
- Honor the ebb and flow of your energy and set aside mini breaks throughout the day to rest. Using these breaks to close your eyes or listen to music, rather than watching television or checking Facebook, will replenish your energy and help you focus on your next task.
- Make sure that kids have time for free play and remember that free time is beneficial for you, too.
- Allow for time to properly prepare and enjoy meals.
- Incorporate exercise.

Schedule your personal care activities just as you would any other appointment. I recommend having a single, integrated calendar for all activities rather than separating work from home. Then honor those appointments as you would any other. Your own health and wellbeing

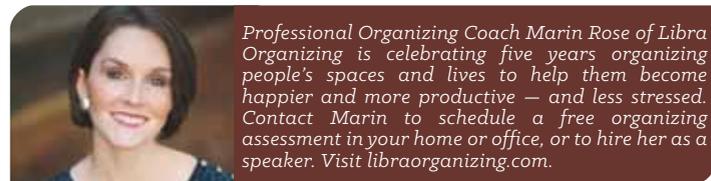


are at least as important as your commitments to others, and are critical to fulfilling your other duties.

It’s easy to commit to too many activities and then succumb to stress and exhaustion. Accurately assess the time each of your tasks will take. Then permit yourself to lighten your load by eliminating appointments, relationships and responsibilities that impinge on your self-care time. Everyone in your life will enjoy the new, stress-free you.

### Mark your calendar!

Take advantage of free, unlimited, on-site shredding courtesy of Libra Organizing Saturday, May 2, from 8-11 a.m. at The Cleveland Group, CPAs parking lot on Davis Road. Shredding and recycling provided by Augusta Data Storage, Inc. Stop by Marin’s table for free refreshments and organizing tips.



Professional Organizing Coach Marin Rose of Libra Organizing is celebrating five years organizing people’s spaces and lives to help them become happier and more productive – and less stressed. Contact Marin to schedule a free organizing assessment in your home or office, or to hire her as a speaker. Visit [libraorganizing.com](http://libraorganizing.com).