

Presented by



# Time Management and Health

Good time management is essential for achieving a healthy lifestyle that includes plenty of rest and exercise while allowing for productivity and success on the job and at school. Without time-management skills, it is difficult to reach many goals in life. Identifying priorities will help with time allocation. Developing good nutritional habits and getting enough exercise provide benefits that will last for, and even prolong, your lifetime.

## Time Management

Time management is a valuable life skill that will allow you to get the most out of each day. We all have many things we need and want to accomplish. Some goals can be achieved quickly, while others take months and even years. Whether you want to learn a foreign language, get promoted in your job, or just clean out your closet, without good time-management skills, you might not make it happen! Wise time management helps you make daily or at least weekly progress toward your goals.

Start by keeping a diary of how you spend your time. You might be surprised at where it goes! Once you see how you spend your time, you can make adjustments that will help you reach your goals. Putting a limit on the time you are willing to spend on any one task might force you to be more focused and efficient and therefore complete it more quickly. You will find that some activities are more flexible from a scheduling standpoint, while others are not. For instance, if you work a traditional 8 AM–5 PM day and want to further your education, you may have to limit yourself to one evening class each quarter.

You may begin to see creative ways to “multitask,” or get more than one thing done at the same time. Time management means making a conscious decision to fit certain things into your routine and figuring out how you will accomplish that routine. Even something as basic as your method of transportation can impact how you organize your time. Riding the bus to work or to school might provide a few extra minutes for studying or reading. However, driving your own car allows you greater flexibility and might get you to and from your destination more quickly.

## Living a Balanced Life

Different factors of our lives may take more dominant roles at times. In the teenage years, a person’s primary focus is usually on completing his or her education. As you progress into early adulthood, you may pour most of your energy into building a successful career. Many people think of their

### Main Idea

Knowing how much time you have and planning how you spend it will help you achieve your goals. Good time management will help you do your best at work and at school. A healthy lifestyle, including good eating habits and enough exercise, has both long-term and short-term health benefits. A balanced lifestyle will pay off by increasing your productivity, elevating your mood, and minimizing your stress.

### After completing this lesson you will be able to:

- manage your time wisely so that you can do many of the things you need to do and want to do
- understand why it is important to get enough sleep
- choose foods that make you healthy and keep you feeling good
- recognize when you are under stress and know how to relax
- strike a balance in your life with work, education, play, and rest

### Key Terms

- Basic Needs
- Everyday Living
- Goals
- Health
- Moderation
- Nutrition
- Opportunity Cost
- Sedentary
- Stress
- Time as an Investment
- Time Management
- Values

retirement years as a time to pursue hobbies and travel more freely. But just as a diet of only meat or fruit would cause you to be deficient in certain vitamins and minerals, a life of all work and no relaxation can compromise your health in other ways.

People need a sense of purpose; we need to feel useful and productive. Our jobs and our schooling challenge and stimulate our minds. We also need to allow ourselves mental rest and refreshment, whether that comes through playing a sport, being active at church or volunteering, reading a spell-binding mystery, or attending a concert. However, if we do not plan for these different activities, we may find our time is gone and we have nothing to show for it. Good time management means that you can include a variety of activities that will make your life more interesting and productive. You are able to accomplish the things that are necessary, such as earning a living and also pursuing goals that are important to you.

## **Getting Enough Sleep and Relaxation**

It may seem like there are not enough hours in a day to accomplish all that we need to do or want to do. Often what is sacrificed is sleep. “If I stay up until 2 AM, I can finish that report that my boss needs tomorrow morning.” Staying up can’t hurt...can it? But being deprived of sufficient sleep over a period of time can lead to the following:

- Increased chance for a motor vehicle accident
- Inability to pay attention and retain information
- Increased risk for diabetes, heart trouble, or depression
- Slower reaction time

In addition to actual sleep, we need physical and mental relaxation time to refresh both body and mind. Developing hobbies we enjoy is a good form of relaxation. Spending time doing things we love makes us feel good, and we can return to our jobs with greater enthusiasm.

## **Time Management and Stress**

Everyone deals with stress in their lives at one time or another. Have you ever had a stomachache when you were really upset or in a hurry? Ever had trouble sleeping? Stress can raise your blood pressure to an unhealthy level, interfere with your digestion, or give you insomnia. Studies have shown that over time, stress will suppress your ability to fight off colds and infections.

Poor time management is one cause of stress. Planning ahead to avoid running out of time will help you avoid the stress caused by being too busy. If you are balancing school and a job, you need to be careful to allow time for productive studying. If you plan to study at the end of the day, you may be too tired to retain much information.

Finally, maintaining a balanced life will allow you to pursue those leisure activities that help relieve stress.

## **Getting Enough Exercise**

Our society is more technologically advanced than ever before.

Computers allow us in many cases to perform our jobs, communicate with our friends, and learn what is going on in the world without even leaving our desks. As a result, we have become a sedentary society. Instead of having sore muscles from working, we have eye strain and shoulder pain from sitting for long periods of time at our keyboards. How can we combat this lack of physical activity?

Here is where time management comes into play. If physical activity is not necessary for your job, you need to find creative ways to add it to your routine. Use your lunch hour to take a walk through the city or go to the gym to work out. Most schools have a recreation center available for students' use. If you have an extra hour between two of your classes, set aside that time for exercise a couple of times a week.

Studies have shown that regular exercise helps people cope with stress and also increases their productivity. Thirty minutes of exercise each day is a good goal to set. Or, like the example in Part B of the computer exercise, you can purchase a treadmill or some weights and exercise at home whenever you have a few free minutes.

## **Nutrition and Good Eating Habits**

You have probably heard the expression, "An apple a day keeps the doctor away." Eating a healthy and balanced diet does boost your immunity and does lessen your chances of getting certain diseases. If you are practicing good time management skills, you will be able to cook healthy meals for



*The USDA's Food Plate encourages you to make half your diet fruits and vegetables.*

yourself for at least part of the week and will not need to rely on the convenience of “fast food” (which is often high in calories and fat). If you know the different food groups and how many servings from each group make a balanced diet, you will be able to make wise choices while grocery shopping and even when eating out.

## **Investing Your Time and Lifestyle Decisions**

Most people think of investing as it relates to money. Investing in stock means buying it with the hope that it will increase in value and be sold later for a profit. But the things you have read about in this chapter are ways to invest your time that will add value to your life, both now and in the future. Spending the time to complete your education will qualify you for better jobs. Following an exercise program and developing good eating habits will save time and money at the doctor’s office.

Are you going to work hard to achieve your goals? Can you find a job that allows you to work towards a college degree part-time? Are you going to follow a nutritious diet balanced with frequent exercise? Will you find a hobby that you can pursue for enjoyment and stress relief? These are lifestyle decisions that can only be accomplished with good time management.

## **The Economics of Healthy Living**

You have already read about some of the economic benefits of healthy living. Better health means less time spent sick, missing work or school and possibly losing pay. In the computer exercise, one of your goals is to remain healthy so that you don’t use too many sick days and get fired. Better health also means less time and money spent on doctors’ bills. It is easier to purchase life insurance if you are healthy because you are a lower risk than a person who, for instance, is a smoker or is overweight. Cutting down on your sugar intake may mean less expensive trips to the dentist.

Good nutrition is often cheaper as well. Some of the best bargains at the grocery store are in the fruits and vegetables section. Compare that with the cost of fast food, which is often nutritionally lacking and high in calories and fat.

## **Summary**

Good time management can help you achieve a healthy lifestyle that includes plenty of rest and exercise while allowing you to be productive in your job or at school. Time-management skills are essential if you want to reach your goals in life. Setting priorities will help you allocate time for the most important things in your life. Developing good nutritional habits will provide benefits that will last for, and even prolong, your lifetime.

# Key Terms

## **Basic Needs**

These are the things people cannot live without, such as food, clothing, and shelter.

## **Everyday Living**

What you experience on a typical day—whatever is a part of your routine, such as going to your job, attending church, cooking dinner, or walking your dog. Time management helps you make the most of everyday living.

## **Goals**

Things you hope to achieve in your life and work toward, getting a good job, completing your college degree, getting married, owning your own home, or running in a marathon.

## **Health**

The condition of your body and mind. A person can be in good health or in bad health, both physically and emotionally.

## **Moderation**

Not too much or too little of something; not going to an extreme in your pursuit of a goal.

## **Nutrition**

Obtained from food and used by our bodies for growth and maintaining good health.

## **Opportunity Cost**

What is lost by choosing one option instead of another. For example, the opportunity cost of choosing to take an afternoon nap might be a lost trip to the gym.

## **Sedentary**

A sedentary lifestyle is one that involves a lot of sitting around and not enough physical activity.

## **Stress**

Stress is a mental or physical tension caused by worry over problems we may be experiencing in life. Stress is a negative emotion.

## **Time as an Investment**

The idea that spending time on a positive activity such as exercise, pursuit of a hobby, or volunteering will pay off in the long run with better physical and mental health.

## **Time Management**

Organizing and using your time in a way that allows you to meet your daily needs as well as your short- and long-term goals with as little stress as possible.

## **Values**

What individuals or cultures think of as important in life, as having meaning, or as being desirable.