

Explore Your Core

It's that time of year when the sun stays up longer...but do you ever feel there aren't enough hours in the day? Find out how to make the time for those high priority activities that get neglected...

In our busy lives we're most likely to get to the things that **must** be done right away while giving up the activities that place no immediate demand on our attention. Here are some suggestions to make time for the activities that time management experts indicate are the top neglected activities:



- **Socializing**: If you can see friends at regularly scheduled times you're more likely to stay in touch. Consider joining a club, taking a class, doing volunteer work, or getting involved in your child's school activities. You could also set aside a regular time to spend socializing – for example, scheduling a lunch date for the first Saturday of the month.
- **Doing Paperwork**: By setting aside a scheduled time a few minutes a day or an hour weekly, you can avoid missing deadlines and keep clutter to a minimum. Try choosing a time when you're not tired, such as during a lunch break or on the weekend. Keeping your paperwork in a portable, clear plastic container can also be helpful.
- **Reading**: Make it easier to read and more difficult to do the activities that interfere with reading. For example, by removing the television from your bedroom you'll be more likely to read at night. Keep reading material with you so time spent waiting can become reading time. Schedule regular times for keeping up with journals, newsletters, and other material you need to review for work.
- **Exercising**: You are more likely to exercise if it's part of your daily pattern. Walk during lunch, take the stairs, or get a dog...and let your pet take you for a walk! Incorporate a friend into your exercise plans and it'll happen more often and be more enjoyable. Consider your personality when choosing an activity. Are you goal-oriented, competitive, or interested in learning? Consider getting a trainer, joining a team, or taking a class to carve out a scheduled time to exercise.

The key to “**finding**” more time is to learn to make the time. Once you've made these appointments with yourself, don't give them up without a fight!

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