

TIME Management

You may have heard of **decision fatigue** – the struggle to make the best choices because of the multitude of decisions we must make daily. The more decisions a person makes over the course of a day, the more physically, mentally, and emotionally depleted they may become.

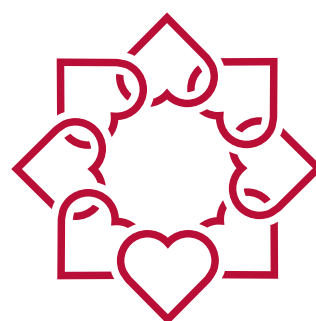
One solution to reduce decision fatigue is practicing the skill of time management and integrating a little pre-planning.



Time Management Tools

Here are some time management tools proven to free up mental capacity.

- 1. Follow a streamlined morning routine that begins the evening before.** Example: prepare the coffee machine, lay out clothes for the next day, pack your lunch.
- 2. Decrease your options.** Eat the same thing for lunch every workday. You can switch it up weekly.
- 3. Set a time limit.** When the time goes off, seal the task with a decision!
- 4. Utilize time-blocking techniques.** This minimizes distractions and enhances concentration.
- 5. Make important decisions early.** Plan your day so that the toughest decisions are made by your lunch hour.
- 6. Postpone making a decision if you're overtired or hungry.** Low glucose levels lead to poor decision-making. Always have a protein-rich snack on hand – your car, your purse, your gym bag.
- 7. Learn to say no when necessary.** Sometimes, the inability to make a decision is your inner conscious trying to deflect this overcommitment.



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