



Making Time for What Matters

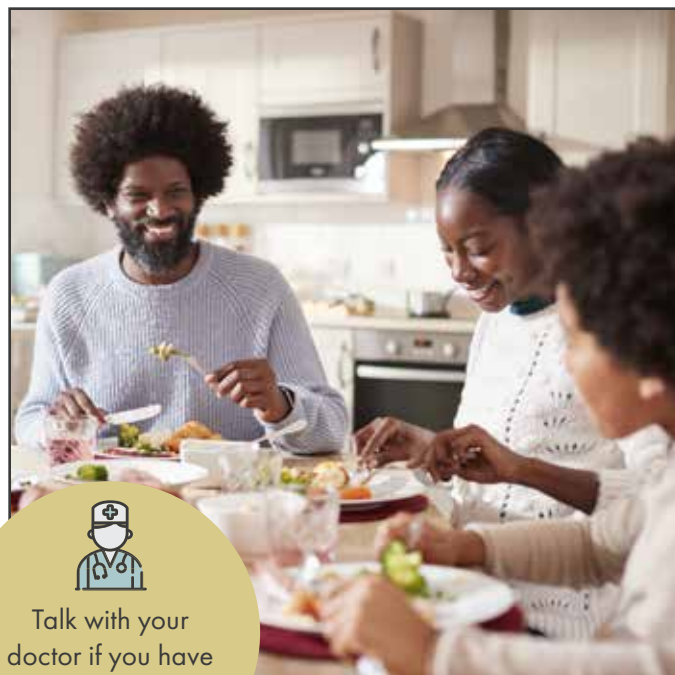
No doubt about it, Americans work a lot. And with so many of us working at home, we may find ourselves putting in more hours than if we were actually in the office. With the demands of work and life in general, it's challenging for many of us to find the time to do the things we love. But challenging doesn't equate to impossible. Indeed, you can make time for the people and things that matter most to you—even with the busiest of circumstances.

Here are some “golden” rules to live by when it comes to making time for the things that matter most to you.

Define the “non-negotiables”. What are the things in your life you're not willing to give up? Your daily walks? Weekly lunches with your friends? Sunday dinners with your family? Take some time to reflect on what really matters to you. Write those things down and commit to them. If you know what your “non-negotiables” are, you can plan ahead to keep those commitments.

Don't let social media or fear of missing out get in your way. It's all too easy to look at social media feeds and compare yourself to others. Don't fall into this trap as it may lead you to feel inadequate and insecure. Instead, focus on your goals and what's realistic to you. You may not be able to take that vacation to Paris that your Facebook friend did, but you can have a game night with your family and friends.

Remember that you're in control. Remind yourself that you have the ability to choose joy each and every day. You can choose to be grateful for all your blessings. Or you can choose to be resentful and miserable. Which



Talk with your doctor if you have any concerns about your health.

one sounds better? When you acknowledge that you have control, you're much better equipped to create the life you truly want.

Focus on what's in front of you. Multitasking may seem like a good idea, but it can lead to inefficiencies. If you're always multitasking, you are never fully focused, and you won't finish what needs to be done (or if you do finish quality may slip). Focus on the task at hand until it's complete. You'll find this to be more efficient, and it will free up more time in the long run.

Always make time for yourself. We often overload ourselves because we want to be all things to all people. But remember that you can't do anyone any good if you are constantly stressed and burned out. Don't take on everything, and no matter how busy things get, always carve out some time for yourself.

HOW AMERICANS ARE SPENDING THEIR TIME

The U.S. Bureau of Labor Statistics recently released its “American Time Use Survey”. Here’s some highlights that reveal how Americans are spending their leisure time.

- » On an average day, nearly everyone age 15 and over (95 percent) engaged in some sort of leisure activity, such as watching TV, socializing, or exercising.
- » On average, adults age 75 and over spent 7.7 hours engaged in leisure activities per day, more than any other age group; 35- to 44-year-olds spent 4.0 hours engaged in leisure and sports activities per day, less than other age groups.
- » Watching TV was the leisure activity that occupied the most time (2.8 hours per day), accounting for just over half of all leisure time, on average.
- » Socializing and communicating, such as visiting with friends or attending or hosting social events, accounted for an average of 38 minutes per day.
- » Individuals age 75 and over averaged 44 minutes of reading per day, whereas individuals ages 15 to 44 read on average for 10 minutes or less per day.

