

SETTING UP A NEW ROUTINE



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NEWS YOU CAN USE

Don't Forget These Other Great Resources:

Healthwise® Handbook, the 24-Hour Nurse Line, Nurse Online Chat, Audio Health Information Library® and you can go online to www.express-health.com for links to reliable health information.

Challenge:

Set up your own shared calendar with all members of the household's events and activities for the upcoming month.

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With the school year beginning, many families are adjusting their calendars to balance school, activities, work, meals, and household chores. Whether your family is affected by the school calendar or not, this is a great time to get organized and set up a new routine. Getting into a consistent routine and setting weekly goals will increase your productivity and reduce stress.

USE A CALENDAR

It is important to have one shared calendar for the household's upcoming events. This can be an online tool such as Google calendar or a printed paper calendar that is posted in a central location where everyone can see it. This calendar should include events such as:

- Kids Extracurricular Activities: games, performances and practices
- Work: start and end times, meetings, conferences
- Social and Family Events: weddings, reunions, vacations, birthdays, and anniversaries
- Appointments: hair, doctor, dentist

Having this shared calendar will show any scheduling conflicts and allow you to plan all transportation and other arrangements ahead of time.

TO-DO LISTS

Personal to-do lists encourage productivity and a good balance to your week. When life gets busy, it is easy to get caught up in everyone else's plans and forget to make time for your own. Take some time at the beginning of each week to determine 3-5 goals you hope to accomplish in that week and write them in a notebook or planner.

Examples of Weekly Goals:

- Clean and organize the pantry.
- Spend 1 hour reading a good book.
- Exercise for 150 minutes.
- Go to bed before 11pm each night.
- Plan out this week's meals.

In order to ensure that each week's goals are completed, make daily to-do lists of that day's tasks, such as exercise, meals, household chores, and even wake up and bed times to help set a regular sleep schedule. Add the time you plan to achieve each item to help you stay on task. Be sure to include specific actions that work towards the completion of your weekly goals. Keeping your weekly and daily to-do lists in the same notebook or planner will help you stay organized.

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