



# How to Maximize Your Time

## LiveLifeWell Today

- Write a to-do list before you start your day
- Schedule a workout or walk around the building into your day planner

Visit [iLiveLifeWell.com](http://iLiveLifeWell.com) to learn how to apply these tips and more to your lifestyle.

*If there's one thing that might help everyone be more productive, make healthier food choices and exercise more frequently – it would be to have more time. Since we can't change how many hours we have in a day, it's important to make the most of the 24 hours we do have. A big part of this undertaking is to be prepared for situations that are out of our control – and also to make a schedule for the parts we can control.*

## Prepare Yourself to Make Healthy Choices Every Day

- **Eat a wholesome breakfast every day.** Whether it's oatmeal, fruit or an egg omelet – eating a regular and wholesome breakfast every day will give your body and mind the fuel they need to perform their best.
- **Bring fruit, vegetables or nuts to snack on** at the office or when you're running around after work. Being hungry in a pinch often leads to binging or eating fast foods.
- **Walk around when you have down time** even if that means taking a 10-minute lap around the office before and after lunch. Make time for movement to increase your circulation and help you think clearly.
- **If you have time to watch TV, you have time to work out.** While you may deserve every minute of lounging in front of the TV after a long day at work – it's not the most productive thing for your health. As you treat yourself to your favorite hour-long program, treat your body to some push ups, jumping jacks, burpees or hundreds of other body-weight exercises.
- **If you don't have time to work out, be active in other places.** The work day is done and you have a thousand errands to run or places to go. Try tensing your core muscles while driving, or picking up your feet while walking, instead of dragging them. Make every movement count!
- **Be mindful when eating out and adjust your meals accordingly.** Going out to eat can make it hard to eat healthy. However, if you know ahead of time that you have a lunch party coming up, make sure to plan a light dinner in the evening so you don't overdo it for the day. Indulgence is OK, just not all the time.
- **Roll with the punches.** It's not always easy to make healthy choices, and you will inevitably falter at times. But if you're able to get back up and start again, you'll be a happier, healthier person for it. Obstacles may come up that keep you from eating healthy or exercising today. Don't let it derail you; get back on the wagon tomorrow.