

# Tips in Motion

## Assessing Your Time

Each day of the week favors us with 24 hours. That seems like an eternity when you are waiting for a baby to be born or waiting to hear if you got "the job". When you are not paying attention, time seems to slip away without notice.

Let's take a look at some areas of your life that need time planning:

**Work time** – This area includes your "normal" work hours, seminars, conventions, training classes and offsite meetings. Don't forget paperwork, reading, writing, planning, and phone calls made for your business **after** normal work hours.

**Family time** – Here we find household chores, bathing of children, story time, helping with homework (at least while you still know more than they do), dinners together, local outings, your child's sporting event or dance recital, and vacations.

**Self time** – Plan time for yourself! These are some examples; haircuts, manicures, massage, bubble bath, exercise, hobby, sport, medical, dental, vision care, casual reading, and contact with friends, parents or siblings.

**Bonding time** – Plan dates with your spouse or partner. For stay-at-home moms, especially, set aside quiet time each evening and converse with an adult. Plan weekends away or send children to visit a relative for a weekend and you and your partner stay home.

**Finance & Future time** – Pay bills, update wills, review beneficiaries on retirement plans and insurance policies, review investments, prepare tax returns (personal and business), meet with financial planners, look into long-term care insurance (before you turn 58), check real estate holdings and rental properties you own, read and gather information to keep you up-to-date in the finance world.

**Learning time** – Expand your horizons; learn a new language, master an existing skill, learn to play an instrument, take a dance class, get certified in an area that interests you, stay abreast of local, regional and world news, and vote.

**Give back time** -- Chaperone a field trip at your child's school, volunteer for a project or a set number of hours per week or month for a local charity, be a mentor, plan a neighborhood get-together, volunteer for a function that your place of worship is holding, volunteer to watch a friend's child so they can have a weekend alone. The easiest one of all: Smile at someone. It may be all they need to lift their spirits a little.



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