



## Someday is not a day of the week

'**eleu** - **Active, alert, energetic, lively, prompt.** Does this beautiful Hawai'ian word describe your approach to life or do you find that procrastination and poor time management keep you from accomplishing what you would like to do? Here are some great ideas to help keep you on track. If you would like personal coaching in these and other personal skills, call your EAP today and make an appointment with a professional EAP counselor. It's confidential and there is no cost to you or your family members.



- **Take advantage of your power hours.** Are you an early riser who tackles your morning to-do list first thing or a night-owl who can crank through your most pressing projects at 11:00 p.m.? Either way, knowing and taking advantage of your natural energy patterns will help you use your power times to tackle the projects you find most challenging.
- **Focus for five minutes.** The hardest part of overcoming procrastination is often just getting started. Try setting a timer for five-minutes and get to work. When the alarm sounds, stop if you feel like stopping – but don't be surprised if that first five minutes turns into 10, 15 and 20.
- **Create cues.** Write down the item you need to do and place the note somewhere where it will often catch your attention. Posting prompts in a highly visible place helps remind you to get them done.
- **Tackle the hard ones first:** When you have to do a hard task, get it out of the way. This way it won't nag at you all day long.
- **Decide on the next action:** One reason people procrastinate is they feel intimidated by the task as it is currently stated and can't figure out what to do next. To overcome overwhelm, figure out the next smallest, easiest and most comfortable action you could take to move forward. By breaking down the bigger less defined item into smaller more specific chunks, you tell your mind "I can do this"!
- **Give yourself credit all along the way:** The moment you take any action (no matter how small) – give yourself credit. Don't wait until the entire to-do is complete before experiencing at least some degree of satisfaction and accomplishment.
- **Be decisive:** Train yourself to categorize every item that comes across your desk as something to do now, delegate, dump, or defer. Defer does not mean placing it back in the pile and pretending it does not exist. That is the pathway to procrastination. It means putting it in a dated tickler file, scheduling a time to do it, or moving it to a someday to-do list.

## COULD YOU USE A LAUGH?



If you think nobody cares if you're alive, try missing a couple of car payments.

The sole purpose of a child's middle name is so he can tell when he's really in trouble.

Worrying works! 90% of the things I worry about never happen.

I like work. It fascinates me. I sit and look at it for hours.

A TV can insult your intelligence, but nothing rubs it in like a computer.

When tempted to fight fire with fire, remember that the Fire Department usually uses water.



## GROW YOUR WELL-BEING



Research has shown that having plants and flowers in your presence can elicit a positive mood and reduce stress levels. Connecting with the Earth by sticking your hands in the dirt and tending to the plants yourself helps even more.

In its purest form, gardening is about connecting with the earth and resetting our clocks to the simple, natural rhythms of life. Try as we may, we can't really speed up a tomato or basil plant and make it grow by our time table. We must adapt and in doing so, gardening offers us a gentle reminder about what's really important in life: food, water, warmth, a bit of loving attention, and some

room to grow.

If you are new at gardening, start small and plant things that you will enjoy. If flowers lift your spirits, plant a few flowers. If it inspires you to grow something useful try herbs or vegetables. Over time you will find what works and what doesn't. Don't worry too much about the "best" way to do things.



The most important thing is to just get started.

If a large garden sounds like too much work or you don't have the room, think about trying mini-gardens. Grow your own plants - food or flowers - in containers rather than in a plot of ground. The size of the garden is completely up to you.

If you are hoping to reduce stress through gardening, it's important to make sure that working in the garden doesn't create additional stresses. That means, take it easy. Keep your gardening to-do list short. Take breaks to sit back, rest and appreciate what you've accomplished.

### Employee Assistance of the Pacific

..is a short term confidential counseling service, provided to you by your employer, that can assist in identifying and resolving issues that may be interfering with your job or personal life. Our counselors are available across the Islands and can be contacted by:

Phone: 808 531.3271

Toll Free: 800 591.3271

Email: [info@EAPacific.com](mailto:info@EAPacific.com)

