



Tips, Tricks & Recipes

Time Strategies for Shiftworkers

1. **Know your PRIME and PIT times** – Schedule your time according to your circadian peaks and troughs. Save harder tasks for the times in each day that you are most alert and productive.
2. **Conquer the clutter.** – Employ the FAT (File Act Toss) strategy for all of your paperwork.
3. **Build your NO muscle!** The simple concept of saying NO more to things that are not priorities in your life will have a profound effect on your time-bank.
4. **Know your Enemy** – Identify your top time-wasters and make a plan to reduce their impact on your schedule.
5. **Know your Big Rocks** – Understanding what is most important to you is the most critical time management strategy. Keep reading to find out what your Big Rocks are....

Upcoming Courses

Shifting to Wellness
Employee Course 1-day
Feb 1, March 16, April 18
Keyano College - Fort McMurray, AB
Shifting to Wellness
Employee Course 2-day
Feb 15/16, March 23/24, May 25/26
SAIT - Calgary, AB

Upcoming Events

Stay tuned for the launch of our new and improved website in early 2005!

Contact Us!

Shifting to Wellness
Box 10, Keyano College
8115 Franklin Ave
Fort McMurray, AB, T9H 2H7
1-800-251-1408 ext 4945
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Time

-- Your Most Precious Commodity in 2005!

As shiftworkers, you understand how precious your time becomes when you have to juggle family, work and personal responsibilities AND work long, abnormal shift schedules at times that conflict with the rest of the world. With less time to juggle more tasks, you have to become **Master Time Managers**. Here is a great story to help you enter 2005 with intention and ready to manage your hectic schedules based on what is most important to you...

The Big Rocks of Life – Stories that Teach

A while back I was reading about an expert on subject of time management. One day this expert was speaking to a group of business students and, to drive home a point, used an illustration I'm sure those students will never forget. After I share it with you, you'll never forget it either.



As this man stood in front of the group of high-powered overachievers he said, "Okay, time for a quiz."

Then he pulled out a one-gallon, wide-mouthed mason jar and set it on a table in front of him. Then he produced about a dozen fist-sized rocks and carefully placed them, one at a time, into the jar.

When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes." Then he said, "Really?" He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar causing pieces of gravel to work themselves down into the spaces between the big rocks.

Then he smiled and asked the group once more, "Is the jar full?" By this time the class was onto him. "Probably not," one of them answered.

"Good!" he replied. And he reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all the spaces left between the rocks and the gravel. Once more he asked the question, "Is this jar full?"

"No!" the class shouted. Once again he said, "Good!" Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. Then he looked up at the class and asked, "What is the point of this illustration?"

One eager beaver raised his hand and said, "The point is, no matter how full your schedule is, if you try really hard, you can always fit some more things into it!"

"No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all."

The title of this story is "The Big Rocks of Life" - What are the big rocks in your life? A project that YOU want to accomplish? Time with your loved ones? Your faith, your education, your finances? A cause? Teaching or mentoring others? Remember to put these BIG ROCKS in first or you'll never get them in at all.

So, tonight or in the morning when you are reflecting on this short story, ask yourself this question: What are the "big rocks" in my life or business? Then, put those in your jar first.

Fun Facts for Shiftworkers – Time, Sleep, and Weight!

Did you know that the amount of time you spend sleeping is linked to how much you weigh? New research from the UK shows that too little sleep can lead to higher levels of a hormone that triggers appetite and lower levels of a hormone that tells your body it's full and has enough fuel. The result - the less sleep you get – the more you eat – and the more weight you gain! **The moral – Ensure that you manage your time to include 8 hours of sleep for every 24 hour period!**

