

CREATE TIME BOUNDARIES

Commit time for your self to both accomplish work and to personally renew and recharge. Commit to it as you would an appointment with another person and guard it carefully.

Work Time

- Arrive at work a bit earlier and set aside that time for your self to do something that will start your day in a calm and present way.
- Set aside time on your calendar for planning – no interruptions, no crises and no attention to current issues.
- Schedule blocks of time for thinking and writing activities and let those around you know why you will have your door closed during that time, ask them to respect your need for no interruptions and let them know when you will be available again for interaction.
- Schedule “office hours” – time when people with whom you typically interact know they can find you in your office, ready and willing to meet for brief spontaneous conversation about projects or simply catch up on things that help build relationships.
- If you typically work through lunch or sit at your desk and eat, this week try:
 - scheduling one lunch “date” and
 - commit at least one day to simply get out of your office for 15 minutes and take a complete break from work e.g. take a walk, visit with a colleague, call or meet a friend or loved one, etc.
 - Notice how you feel when you return to work and how you feel at the end of the day.

Personal Renewal Time – daily, weekly and annually. Time set aside simply for you to recharge is a simple practice yet one many find difficult to honor since there is always something to do. It “... is like the beauty of the flower. It doesn’t have any purpose, it’s just there and like a flower it refreshes us and brings us to an awareness of calm.” (Rechtschaffen, S. *Timeshifting*, p.)

CREATE TIME BOUNDARIES

Daily

- We need at least 15 minutes each day that is strictly and entirely our own
 - No focus on achievements or goals - simply be
 - Something you enjoy and can lose yourself in e.g. meditation, walk, music
 - Not with anyone else
- Requires the ability to say “no” to preserve the boundary
- Ability to be true to self, not betray
- Most difficult is self-interruption since there is always something to do

Weekly

At least once weekly dedicate a larger block of time for yourself

- for some activity that is simply for fun e.g. a volleyball game with friends at the park or
- time that you simply leave to do whatever leisure activity suits your interest at that time – e.g. garden, go to a museum, read a book, paint a picture, take a long walk in the park, etc.

Honor this commitment to your self and you’ll be richly rewarded.

Annual time retreat

- At least once a year do something out of the ordinary - out in nature, being creative, etc. for at least a long weekend and ideally two full weeks. Make it something that allows you to shift to a slower, less world-dictated rhythm. No commitments, email, phone, etc.
- We are often too distracted to really deeply reflect amidst the day to day priorities. Yet reflection can help to take stock of where we are and where we want to be and we can only do this when we have truly slowed down and lightened our load.