

Managing Time Effectively

Canada's

Healthy Workplace Month

healthyworkplacemonth.ca

DID YOU KNOW?

Effective time management boosts productivity, reduces stress, and improves work-life balance. Spending just 10 minutes planning your day can help you focus on priorities, avoid procrastination, and meet deadlines more easily. When you manage your time well, you create space for both work and personal life, leading to greater calm and better overall well-being.



DAILY YOGA POSE

Chair Pose (Utkatasana)

A powerful, energizing pose that builds strength and focus, helping you stay motivated and productive throughout your day.



DAILY MOTIVATION : MUSIC TRACK

"Ain't No Mountain High Enough" by Marvin Gaye and Tammi Terrell

This uplifting classic inspires perseverance and reminds us that with determination, no challenge is too big. Its energizing vibe is perfect for staying motivated and managing your time effectively to tackle your goals.



PRO TIPS FOR THE WORKPLACE

- Start your day with a prioritized to-do list.
- Use time-blocking to focus on important tasks.
- Avoid distractions by setting dedicated work periods.



Action:

Set a timer for 25 minutes and focus on one task without distractions (Pomodoro Technique).



DAILY RECIPE

Energy-Boosting Green Smoothie

- 1 banana
- 2 cups spinach
- 1 cup unsweetened almond milk
- 1 tablespoon ground flaxseeds
- 1 teaspoon honey
- Optional: ½ cup ice cubes (for a colder, thicker smoothie)



Put the banana, spinach, almond milk, flaxseeds, and honey into a blender. If you want your smoothie to be colder, add some ice cubes as well. Blend everything together until it is smooth and creamy. Pour into a glass and enjoy!

INSPIRE & REFLECT

Inspiration of the day

"Either you run the day, or the day runs you." – Jim Rohn

Reflection Question

What is one small change I can make to improve my time management?



Mental Health Challenge

Turn off non-essential notifications for one hour today to improve focus.

Daily Affirmation

I manage my time wisely and stay focused on my priorities.

Daily Resource:

Finding the Right Work-Life Balance

This practical tool from the Canada School of Public Service helps you reflect on your work-life balance and identify areas to improve. Using a simple Wheel of Life exercise, it guides you to manage your time more effectively and create a healthier balance between work and personal life.

