

Dealing with Distractions – Handling Email CLUTTER

1. Keep your emails brief. Call if it is requiring a lengthy note.
2. Keep a sense of perspective. Flag only URGENT emails as URGENT or you will never find your URGENT emails in the clutter of non-urgent ones.
3. Unsubscribe rather than repeat deletes. Stop these emails all together so that their accumulation doesn't cause you stress or drain you of energy.

Stop Being Late – Changes to Make

1. Get out of bed earlier. If you are too tired in the morning, it is time to examine your sleeping habits. Many people are sleep deprived and they do not even know it. However, sleep deprivation can really impact your health and happiness. I won't even mention how it can mess with your hormones and appetite regulations systems.
2. Instead of always trying to do "one more thing" have some things that need doing in your car (reading, forms, etc) so that when you get to where you are going early, you can then make use of these spare moments to knock something off your to do list AND still be on time. This reduces stress caused by rushing too!
3. Learn how to estimate your travel time more realistically. If you are chronically late for certain events, re-examine how long you think it takes to get somewhere versus actual travel time and file that knowledge for next time.

Are you ready to make some changes? Do you need some help, and perhaps a little structure to make it happen? Are you overwhelmed and not sure where to start? [Check out my 12 week Coaching Journal & Planner AND Companion Workbook](#). Use CODE **WLG2013** to save at checkout!