

4. Healthy lifestyle. Time-management. Ways to improve operational efficiencies, memory and attention

Ways to improve the efficiency of time management through technology of self-management . The use of tools of personal work. Delegation. Setting the goals of planning. Recommendations for optimizing the use of working time and improving personal safety works. The ways to improve memory and attention.

Time management is all about spending your time in the right places, and on the right things.

It's about knowing your priorities, obligations, and schedule and handling the responsibilities on time.

When you manage your time effectively, you benefit in all areas of life. Good time management leads to a healthier and happy life. You will be more efficient in supporting your family and you will certainly feel healthier, energetic and have a good mood.

Benefits of Time Management

- Increases productivity
- Higher levels of job satisfaction
- Reduces Stress
- Improved health
- More time for family and social life
- Opportunities to pursue personal goals and hobbies

Effective Time Management Tips for Healthier lifestyle

Plan Ahead

It is easy to lose track of time and direction if you don't have end goals in mind. Take an organized approach – think about what you have to accomplish in near future and set up an action plan to do things. Develop and set goals daily, weekly and monthly and make your schedules accordingly.

In addition to your work schedule, be sure to allocate time to other daily activities related to your personal life and family. Include a schedule for your health and make exercise a part of your daily life

Create a 'To-Do' list and Prioritize Items

Using lists is a great way to increase productivity. Be sure to create a 'to-do' list for each day and rank tasks according to their importance or urgency.

Avoid interruptions & Beat Procrastination

In our age of constant distractions, your work is easily interrupted by checking social media notifications, replying to emails, and similar activities. These interruptions cost us time when we have to stop what we are doing and redirect ourselves back to work.

The solution is to finish an important task first and then reward yourselves with breaks. Besides, limit the time you spend on social media, browsing the internet and watching videos.

Have a Balanced Diet

Having a balanced diet and time management are intertwined. Eating a healthy and balanced diet boosts your immunity and prevents you from getting diseases or infections that may affect your work life. On the other hand with time management, you are able to cook healthy meals for yourself instead of relying on the fast foods or comfort foods.

But still, your diet could be deficient in certain vitamins and minerals. You can consider taking dietary supplements and essential vitamins that not only improve your immunity but also resolve physical and mental health issues.

Sleep & Relaxation

Self care is important for effective time management. A life of all work and no relaxation can compromise your health and ultimately your productivity. Getting adequate amount of sleep is essential for your well being and one should at least have 8 hours sleep.

Work life also involves a lot of stress when things don't go your way. Relaxation techniques help reduce that stress and get you ready for another day.

Task

Create a timetable for you for a one week using time-management skills

Write a report about healthy lifestyle for a dental student