

9 Ways to Get Back on Track.....

Do you often wish there were more hours in the day? Do you wonder how some people appear to get everything done in just 24? You're not alone. There are many others like you who are trying to balance their time between work, family and friend obligations. It's important to learn how to prioritize your life, manage your time, reduce stress and most importantly, still find time for yourself.

One way to start is by learning to say "no" to uninvited interruptions and find ways to be more efficient in your current activities. Read the following suggestions on how to manage your time more effectively. Concentrate on correcting those areas that waste the most time for you.

Think of the 80/20 Principle. Carefully choose where you will concentrate your efforts. The 80/20 principle states that 80% of the most valuable results come from 20% of the tasks you do. Concentrate your work time on just these important tasks. Avoid the trivial!

Distinguish Between Activity and Productivity. Are you wasting time on busy work (*activity*) that may not lead to a goal, or are you spending time productively, in a way that will produce results? Concentrate on productive time. Ask yourself often, "Am I just keeping busy, or am I really being productive?"

Make a To-Do List. Make this list every day! Write it down and keep it at your fingertips. Having a list of activities that can be checked off is gratifying. It also gives you some idea of progress. Be sure to clear what's left on your list at the end of each day by scheduling time in your calendar for them.

What Is the Best Use of My Time Right Now? Ask this question when you're uncertain about your use of time and to get you back on track in the following situations:

- o After an interruption
- o When distracted
- o When procrastinating

Avoid Over-Commitment. This could be caused by inflexible scheduling or overbooking. Know your personal limits and time frames in order to set realistic expectations.

Follow the A, B, C Priority System. Categorize your activities under A, B, C priorities, with "A" being the top priority. Focus your energies on completing the A's. Perhaps B's and C's could be delegated to others. Some C's may never even have to be done.

Schedule Quiet Time. Establish a regular quiet time for yourself to restore energy. Inform key interrupters, and don't take telephone calls.

Balance Quiet Time and Activity Time. Too much quiet time can reduce the productivity of those around you. They may depend upon your input – emotionally and otherwise. Ask your co-workers/family if your quiet time is a problem for them.

Tuscan Greens & Beans Soup

If you like, garnish each bowl with a few curls of Parmesan cheese.

Ingredients:

Olive oil cooking spray
4 large plum tomatoes
2 carrots, *peeled and quartered lengthwise*
1 onion, *cut into 8 wedges*
6 cloves of garlic, *unpeeled*
6 cups low-sodium chicken broth
8 ounces kale or spinach, *stemmed and sliced*
3/4 cup uncooked Barilla PLUS elbows or other multi-grain pasta
1 teaspoon salt
1 15-ounce can of white beans, *rinsed and drained*
Freshly ground black pepper



Preparation:

1. Preheat oven to 400°F. Spray a baking pan that has sides with cooking spray.
2. Cut tomatoes in half lengthwise. Spread tomato halves, onion wedges, carrots and unpeeled garlic in baking pan then spray vegetables with cooking spray. Roast for 30 minutes or until vegetables are tender, *stirring occasionally*.
3. Slice carrots and set aside. Peel garlic cloves and place in a food processor along with tomatoes and onion wedges. Pour 2 cups of the chicken broth into baking pan to loosen any browned bits clinging to sheet, then pour this liquid into the processor. Process until roughly pureed, but not smooth. Transfer to a large saucepan.
4. Add the remaining 4 cups of broth, the kale, macaroni /pasta and salt to saucepan. Bring to a simmer over medium heat. Cover, reduce heat and cook for 10 minutes. Stir in beans and carrots then cook until heated thru. Ladle soup into bowls, sprinkle with pepper and serve!

Nutritional Information (per serving):

162 Calories; 0.7g Fat; 0.1g Saturated Fat; 30g Carbohydrates;
9g Protein; 5.3g Fiber; 551mg Sodium