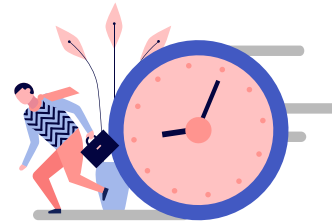


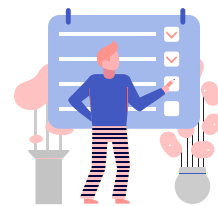
Time Management

Time management is about having enough time to get the things you need to do and want to do, done. Being organised and efficient can help you feel more in control, which reduces stress and increases productivity. Good time management skills enable you to work smarter, by getting more done in less time. Having CF is demanding on time, so we have put together some tips to help manage the load.



Learn to prioritise tasks by:

- focusing on what is urgent, what is important and what can wait
- planning ahead to avoid stressing out later
- making a list of what is urgent or important, and what can wait
- aiming to complete three tasks a day.



Control procrastination by:

- using your time efficiently. List all the steps of your project, task or activities, and work out how long each step will take. Look at achieving each step, rather than the entire thing, and the tasks will seem less overwhelming.
- understanding your golden hours. For example, if you're not a night person, aim to complete a step first thing in the morning. Then it is out of the way and you don't need to think about it anymore.
- avoiding multi-tasking. You will achieve much more by focusing on one thing at a time.

Manage your commitments by:

- accepting that life is a work in progress. Not every project or goal will be achieved when you want it to be. You can still achieve important goals later. Adults with CF have a lot to cover off each day
- recognising that a young adult's life is often busy. Your social life is jam packed, you may be working or studying, you might play sports and have family commitments. Having too much to do can result in stress and exhaustion, which can impact your health
- learning to say 'no' to things that are not important to you and your health
- reducing commitments – work out what is important to you and focus on that. If you're not as interested in a certain activity, it might be time to postpone or give it up.



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