

# Work. Play. Rest.

## HOW TO MANAGE THE 3 KEY TIME ZONES OF YOUR DAY.

Basically, this is what every day comes down to — dividing your time between work, play, and rest. It won't always be an even split, but there are ways to make the most of your time as you go through each zone.

### Work Zone

**This might be the longest, busiest, and most stressful time of your day. Here's how to lighten the load.** Prioritize your tasks, most important to least. Ask for help on the job and around the house. Set limits and learn to say "no." Be proactive, not reactive.



### Play Zone

**While you may not have much time for play, this is essential for rejuvenating body and mind. And who couldn't use a little fun?** Find healthy outlets for stress, like a favorite activity or game. Liven up the workplace with parties and get-togethers. Exercise, even if only a short walk. Devote quality time to family and friends. Don't forget to take time for yourself.

### Rest Zone

**Use this time to get the rest your body needs, refresh your spirit and reset for the challenges of the next day.** Take short breaks during the workday. Limit distractions at home. For example, turn off the phone. Maintain a regular sleep schedule. Eat healthy so you can maintain your energy levels.

