

# Time Management

Newsletter from Cornell Health and Nutrition

October 2007

## In This Issue

[Time Management](#)

[Food Focus](#)

[Recipe of the Month](#)

***The secret of getting ahead is getting started.***

***The secret of getting started is breaking your complex overwhelming tasks into manageable tasks, and then starting on the first one.***

**-Mark Twain**

## From the Garden

...

October is one of nature's most beautiful months in the Northern Hemisphere, and in the more northern latitudes, it's colorful and spectacular. Cool nights and warm days mean the yellows, oranges and reds of the changing leaves can truly take your breath away.

I grew up on the East Coast and now live in

## Time Management

Have you ever wished for a few more hours in the day? Why is it that some people seem to get everything done effortlessly and others feel that time constantly eludes them? The secret to managing your time well isn't working more hours. The secret is working smarter, not harder. It is about prioritizing the important things and learning to use the time you have more efficiently and effectively. Better time management skills reduce stress levels, give you more time for self-care and improve your overall wellness.

Some of us, by nature, organize and get tasks out of the way before we relax, while others of us play first and work later. It is important to first recognize which type you are and whether your style is allowing you to have the life you really want. Maybe you are super-organized at work, but burned out because you don't know how to make time for yourself. Maybe you are naturally a less organized person who knows how to relax, but you are dissatisfied because you aren't fulfilling your goals and dreams.

Rather than labeling yourself or beating yourself up, realize that time management is an area of your life that you can strengthen. Like a new exercise, it takes practice and repetition to get stronger. To help you get started, here are some steps to streamline your days at work and at home. Try the first one or two that jump out at you:

- Allocate time for planning and organizing.
- Create to-do lists that are realistic, not intimidating. Use only one to-do list.
- Under-schedule your time: leave time for the unexpected and for interruptions. When you estimate how long something will take, add on 1/3 of that time.
- Schedule your time in a way that reduces interruptions that lower your productivity.
- Practice the art of intelligent neglect: eliminate trivial tasks.
- Prioritize what is most important and do that first.
- Consider your biological prime time: at what time of day do you work best? Plan to do your most important work at that time.
- If you say yes to everything that comes your way, learn to say NO.
- Ask for help and delegate.
- In the evening make your to-do list for the next day, so it will be out of your brain and on a piece of paper. Leave work with a clear head and a clean desk.
- Acknowledge yourself daily for all that you have accomplished.

Also take a look at the two biggest hindrances to using time effectively: procrastinating and lacking purpose. We usually procrastinate when a task seems too daunting, too large, too complex, or when we feel we won't be

Chicago, where the dominant color in the fall is yellow. I do miss the reds of the sugar maples (not enough iron in the prairie soil, it seems), but I have always loved the fall because the weather reminds me (and gives me the opportunity) to slow down and reflect on my life and the world around me.

In my garden, it's time to pull up the tomato plants (I always thank them for feeding me and the squirrels before I do this), cut the basil to make pesto, and wish I had gotten around to planting fall vegetables in August. I have greens and parsley that will last well into November, but next year I'll figure out a way to start kale, lettuces and other cool weather crops like root vegetables while the summer ones are still growing. Or maybe I'll just make the garden bigger. Hmmm. Maybe not.

We are VERY short of water in the Chicago area overall this summer. We had a two week period in mid-August when it rained nearly every day, but other than that it's been very dry. It's also been unseasonably warm. Our average first frost date is Oct 15 but predictions are that we'll set record highs

able to handle it. When you get that "deer in the headlights" feeling, try "chunking": break the large task into smaller, manageable action steps, and start with the first one. We also often drag our heels or use our time inefficiently because we are bored, unengaged, and uninspired. The most effective people will tell you that they love what they do and are aligned with a greater purpose. When it comes to managing your time, you may need to ask the larger questions, "Am I doing what I love to do? Am I doing something meaningful to me?"

As you strengthen your new time management muscle, keep your focus on getting organized so that you can live the life you came here for. Instead of being a chore, good time management can be your ticket to more fun, greater satisfaction, and a vibrant, exciting life.

### Food Focus: Root Vegetables

The roots of any plant are its anchor and foundation; they are the essential parts that support and nourish the plant. Root vegetables lend these properties to us when we eat them, making us feel physically and mentally grounded and rooted, increasing our stability, stamina, and endurance. Roots are a rich source of nutritious complex carbohydrates, providing a steady source of necessary sugars to the body. Instead of upsetting blood sugar levels like refined sweet foods, they regulate them. Since they absorb, assimilate and supply plants with vital nutrients, roots likewise increase absorption and assimilation in our digestive tracts.

Long roots include carrots, parsnips, burdock and daikon radish. Round roots include turnips, radishes, beets and rutabagas. Long roots like burdock and daikon are excellent blood purifiers and can help improve circulation in the body and increase mental clarity. Round roots are nourishing to the stomach, spleen, pancreas and reproductive organs and can help regulate blood sugar, moods, and alleviate cravings.

### Recipe of the Month: Roasted Root Vegetables

Prep time: 10 minutes

Cooking time: 25-35 minutes

Yield: 4-6 servings

#### Ingredients:

1 sweet potato  
2 parsnips  
2 carrots  
2 turnips or 1 large rutabaga  
1 daikon radish (or substitute/add in your favorites, like squash)  
olive oil  
salt and pepper  
herbs: rosemary, thyme or sage (fresh if possible) to taste - start with 1 tablespoon

#### Directions:

1. Pre-heat oven to 375 degrees.
2. Wash and chop all vegetables into bite-sized pieces.
3. Place in a large baking dish with sides.
4. Drizzle with olive oil; mix well to coat each vegetable lightly with oil.
5. Sprinkle with salt, pepper and herbs.
6. Bake uncovered for 25-35 minutes until vegetables are tender and golden brown, checking every 10 minutes to stir and make sure

this weekend. If you live in Chicago you know that doesn't mean we won't get that frost next week, so we do the garden maintenance anyway.

Here's hoping your October is beautiful and relaxing.

Natalie

### Quick Links

[Register for the Oct 16 workshop](#)

[Register for the Nov 6 workshop](#)

[About Cornell Health & Nutrition](#)

veggies are not sticking.

*Note: Any combination of vegetables will work. Roasting only one kind of vegetable also makes a nice side dish.*

### There are many ways to become a client:

- Individual coaching programs to help you meet weight loss or healthy living goals
- Employer programs to reduce absenteeism, increase productivity, and teach employees about things like healthy eating on the go and stress reduction
- Group cooking classes to learn how to put healthy meals on the table in fewer than 30 minutes - if you have a group of four to ten friends we can do a single or series of cooking lessons based on the skills of the group
- Eating for Peak Performance - Programs for athletes of all ages from middle school to adulthood to learn to fuel your body correctly
- Group coaching programs if an individual program is too much of an investment

[Contact me](#) to learn more about any of these services.

### Upcoming Events:

October 16 at 7 pm

#### Eating for More Energy

Foundation of Light, 391 Turkey Hill Road, Ithaca, NY

\$10 for FOL members; \$14 for non-members

Call 607-273-9550 to reserve your place

November 6 at 7:45 pm

#### Eating for More Energy

Chiropractic for Life, 5138 N. Clark Street, Chicago, IL

Call 773-427-6630 to reserve your space

For additional information on either event, [click here](#).

### Forward to a Friend

It's such a pleasure to help those closest to us become happier and healthier. Please forward this newsletter to friends, family members or colleagues who might be interested and inspired by it. Just click on the link below the contact info that says "Forward email." And thank you!

### Contact Info

Natalie Cornell, CHC, AADP  
Health Counselor  
Cornell Health and Nutrition

[natalie@cornellhelathandnutrition.com](mailto:natalie@cornellhelathandnutrition.com)

773-427-6630

