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Taking Care of Yourself
De-Clutter Your Desk and
Mind

Taking Positive Steps to Replace Negative Behavior

- ▶ Sleep
- ▶ De-Clutter Your Desk
- ▶ Time Management

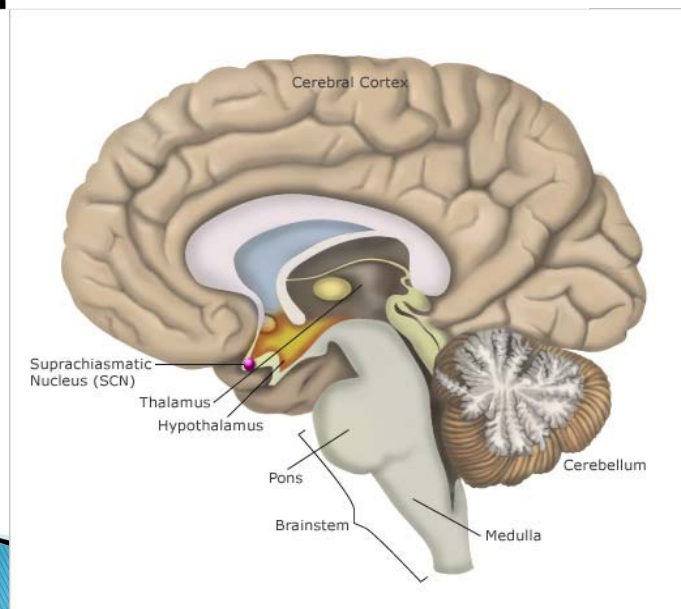
Sleep

- ▶ Body temperature
- ▶ Exercise
- ▶ Don't associate your bed with too many activities
- ▶ Worry
- ▶ 24.1 hour sleep/wake cycle
- ▶ Go to bed the same time every night

Sleep

- ▶ Naps
- ▶ Don't stay up late
- ▶ Diet
- ▶ Warm bath
- ▶ Three stages of sleep
 - Tossing and Turning
 - Deep Sleep
 - REM

Suprachiasmatic Nucleus

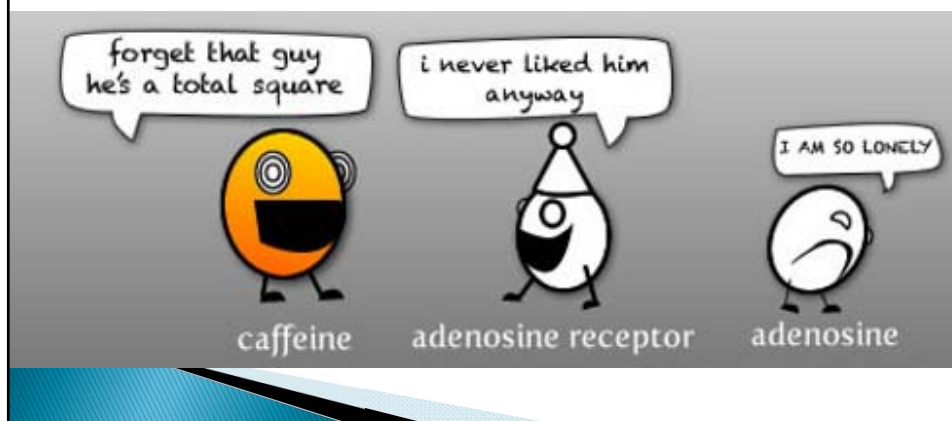


Suprachiasmatic Nucleus

- ▶ Daylight = Adenosine builds up
- ▶ Sleep = Adenosine + Phosphorous = ATP
 - Adenosine gets used up = You wake up
 - Groggy for first ½ hour before you are fully functional
- ▶ Awake
 - Body cells derive energy from burning ATP
 - Adenosine builds up
 - Sleepy around 4:00 PM – 5:30 PM

Caffeine Blocks the Adenosine Receptor

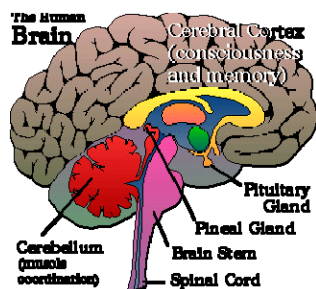
- ▶ Adenosine can no longer cause sleepiness



Our Internal Clock

- ▶ Suprachiasmatic Nucleus
 - Darkness
 - Temperature drops
 - Melatonin is released
 - Light
 - Increase in temperature
 - Melatonin is suppressed
 - Cortisol is released

Pineal Gland



Pineal Gland Secretes Melatonin

- ▶ Melatonin is released at night

Additional Sleep Tips

- ▶ Flat paint
- ▶ Lavender
- ▶ 45 watt bulb
- ▶ Dimmer switch
- ▶ Replace pillow one–two years

Determine Type of Pillow

- ▶ Stomach Sleepers
 - Soft with little elevation
- ▶ Back Sleepers
 - Medium with moderate elevation
- ▶ Side Sleepers
 - Firmer with higher elevation

Time Management

- ▶ How to get 25 hours out of a 24 hour day

How to Start Your Day

- ▶ Plan the night before
 - Draft a to do list
 - Assign times to various tasks

Stay Focused

- ▶ Dealing with Tasks that Require Focus?
 - Turn off phone
 - Shut down e-mail

You can't do two things at once

- Institute of Psychiatry at the University of London
 - Workers distracted by phone calls and e-mail
 - Fall in IQ twice that of marijuana smokers

Take a Bite Out of Mess

- ▶ Just clean one drawer
- ▶ Just work on one section of the room
- ▶ Associated friends calling with one chore

Trouble Getting Motivated Starting a Project?

- ▶ Just take one simple step

Still Having Trouble Getting Motivated?

- ▶ 25 minute work sprints
 - 5 minute break
- ▶ After 2 hours do something to distract you

Simple Rule

- ▶ If it takes less than 2 minutes
 - Do it now

Are You Out of Alignment?

5 Things Important to You	5 Activities You are Doing?

Are You Out of Alignment?

5 Things Important to You	5 Activities You are Doing?
Family and Friends	Going out with friends
Significant Other	Traveling
Career	Working
Healthy Living	TV
Education	Worrying

Are You Out of Alignment?

5 Things Important to You	5 Activities You are Doing?
Family and Friends	Going out with family and friends
Dating	Going out on dates
Career	Working
Living Healthy	Working out
Education	Reading, audio books and video

Task Hierarchy

- ▶ Health
- ▶ Wealth (Career)
- ▶ Relationships (Family, Friends)
- ▶ General Happiness (Everything else)

Organize your Life

- ▶ Follow up File
- ▶ Equipment needed
 - 12 Hanging Files
 - 31 Manilla Folders

Category File

- ▶ Equipment Needed
 - Accordion File

- ▶ Library
- ▶ Wall or Refrigerator Calendar

Organize your desk

- ▶ File folder
- ▶ Category file
- ▶ Library
- ▶ Rolodex

Facts on Stuff that are Wasting Your Time

- ▶ Avg. disorganized person
 - 3000 documents
- ▶ Creates 40% more housework
- ▶ 80% of what you file never gets looked at

Procrastination

- ▶ Swiss Cheese Method
 - Writing a book in 15 minutes/day
 - Cleaning a room one section at a time

Allocation of Time

- ▶ Sleep 8 hours
- ▶ Work 8 hours
- ▶ Spend your time wisely

Allocation of Money

- ▶ Don't let salespeople use the diminish to the ridiculous line

Avoid New Years Resolutions

- ▶ 365 days to fail
- ▶ No adrenaline kick

Control the Information Explosion

- ▶ File information in binder
- ▶ Take advantage of idle time
- ▶ Read with a highlighter
 - Memorize before highlighting
 - We forget at least 75% of what we read in three months

- ▶ Read with Purpose
 - Be an active reader
- ▶ Keep an Idea File
 - Note on the paper the reason you are keeping it
 - Review this idea file the first of each month

Phone Calling

- ▶ Group the call backs
- ▶ Tricks for getting off the phone
- ▶ Have routine jobs available

Time and space

- ▶ Pareto Principle (80/20 Rule)
- ▶ Parkinson's Law
 - Work expands to fill the time available
 - Space expands to fill the room available

Organize your Space

- ▶ One in-One out Rule
- ▶ Keep items where you'll need them
- ▶ Put hangers in backwards

Bathroom Organization

- ▶ Hang shoe organizer on back of door
 - Stuff pocket with
 - Brushes
 - Deodorant
 - Hair spray
 - Soap

Shopping

- ▶ Shopping List
 - Four Quadrants
 - Four different areas of the store

- ▶ Date frozen food and spices

Cut Clutter

- ▶ Build memories not possessions

Memory Techniques/Overcoming Absent-mindedness

- ▶ Emotions never forget
- ▶ Have a logical reason or purpose where you put things
- ▶ Say it out loud
- ▶ Concentrate on what you are doing

Memory Techniques

- ▶ Four Principles of Memory
- ▶ Linking
- ▶ Rooms of your House

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