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## MANAGING TIME IN A FAST PACED WORLD

Managing time in a high-paced world is never easy, but when we have the right tools, it certainly is obtainable. If stress is getting you down, you are not alone. Many people today are suffering stress because of the fast pace. Although stress is an obviously problem, it does not have to be. We can manage our stress levels by focusing on time management. We can enjoy a busy schedule while finding time to relax. Stressors are leading causes to stress and include changes in an environment, family, business, et cetera. Dealing with everyday struggles, can cause stress if we are buying a new home, preparing for marriage, or changing careers. Some of us have to deal with multiple stressors at the same time, and it makes our life more difficult to handle. Multitasking between the struggles is never easy, so relaxing seems to be outdated.

Many of us are overwhelmed by the constant changes in technology, which includes computers, phones, fax, E-mails, cell phones, and other devices. How can we ever get ahead of the game if someone is always changing the plans? Stress is the leading cause of heart attacks, high-blood pressure, stomach tension, tightened muscles, and other health related pains and aches. Our hormones when pushed beyond the limits often respond in a negative light. Managing time is essential for dealing with stress. If you work, attend classes, and go home to a family every night, you understand that time is vital to maintain. Work is part of an everyday life, and most of us get up early in the morning and head out the door. Some of us skip breakfast, exercise and other healthful tasks, not realizing that this is part of managing time. If you are taking care of your body, your body will take care of you. Life does not have to be hard; rather it can be a trial and error in soothing lights. Time management starts with a plan. If you have plans you know that goals often following the plan. Once we set a plan in motion, we must act on it accordingly and sufficiently to make the plan work and reduce our stress level. After we have a plan in motion focusing on our goals, we must find an organizing scheme that works best for our person. Some of us make lists, which are very helpful for putting a plan in motion. Lists are common tasks that we are required to obtain. Getting the most important tasks completed first is part of a time management plan that works most effectively. Once we move the bigger tasks out of the way, we find more time after the little tasks are finished. Changes are going to happen, and the world is constantly moving, so managing our time is the solution for reducing stress and obtaining goals. Managing time and stress in a fast-paced world is never easy, but the right tools sure can make the load lighter.

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