



*The pace of life in our culture requires that working people rush from one activity, task or place to another. Many people experience this pace as a habitual state of working and living. However, frenzied rushing and multitasking can create a lack of focus that decreases productivity and effectiveness rather than helping to get more done.*

*These suggestions may help you to slow down a world that moves too fast and may be spinning out of control. Work and live in a way that works for you, as well as your colleagues, friends and loved ones. This participant handout is discussed in the seminar entitled "Stop the Spinning: Slowing Down, Getting More Done."*

- Make a conscious decision to stop the rushing!
- Allow time transitions, for getting ready, for unforeseen delays, and for simple pauses.
- Recognize the allure of, as well as your addiction to, over-busyness.
- Set crystal clear limits and boundaries, at work and at home.
- Learn the language of saying "No," and use it.
- Spare down your commitments; learn to let go.
- Avoid the bad habit of doing several things at once.
- Avoid eating meals in the car, at your work desk, or in front of the TV.
- Use your senses more; pay attention to what you see hear, feel, smell, and taste.
- Stop and just breathe frequently during the course of your day.