

Reclaim Your Time... Planning Your Day With Style

If it feels like there's more day than you, then it's time to reclaim your stamina and ambition. Perhaps the trick to this lies in better planning of your day. Here's what you can do.

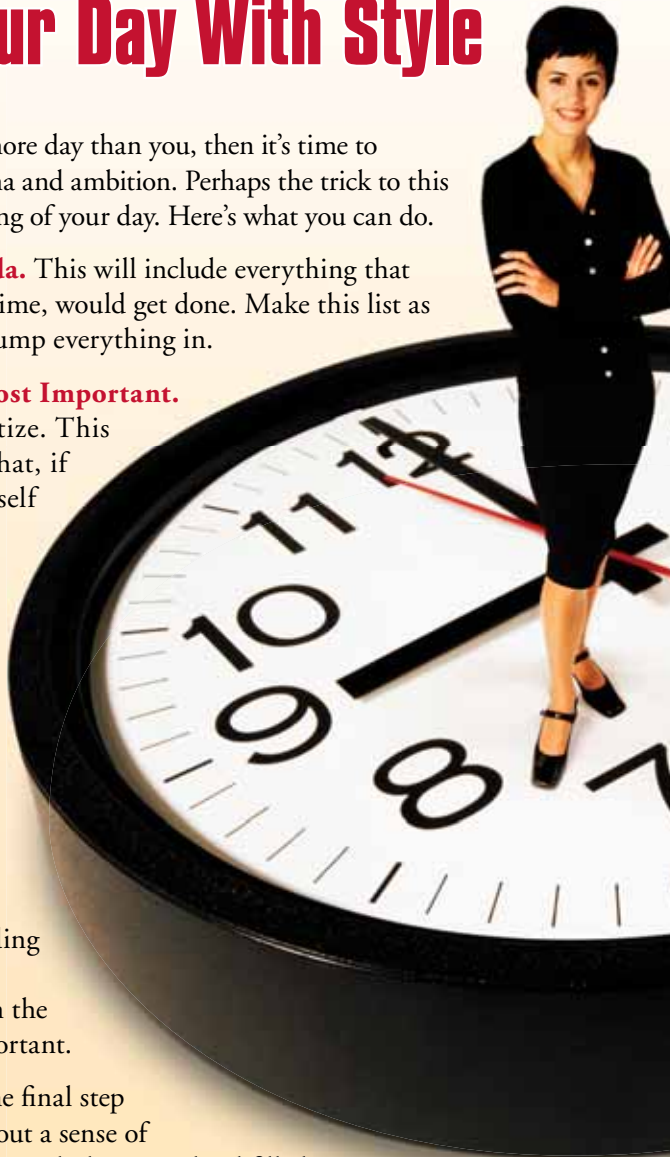
STEP 1: Know Your Agenda. This will include everything that should, could, or, given the time, would get done. Make this list as extensive as possible—just dump everything in.

STEP 2: Know What's Most Important.

The second step is to prioritize. This is also the time to decide what, if anything, you'll allow yourself to get sidetracked by. Some projects must be pursued at all costs, but some crises overrule the importance of a project. In planning your day, anticipate where you may need to divert your focus.

STEP 3: Know What To Do When. The specifics of how you will spend your day flow directly from the preceding two questions—it's simply a logical extension of what's on the agenda and what's most important.

STEP 4: Make It Jump. The final step is to energize the plan. Without a sense of excitement, your plan becomes a dark storm cloud filled with a day's worth of stress. But a perspective that includes some measure of excitement changes all of that.



Time Trax: How Long Will It Last?

Everything ends, eventually. But do you ever wonder exactly how long things will last? Below is a list of some notable time periods. The question is how long will you last?

100-watt light bulb	750 hours
1492 Voyage to America	70 days
Car muffler	2.5 years
Car water pump	3.5 years
Shortest presidential term (William Harrison)	1 month
Longest presidential term (F.D. Roosevelt)	12 years
A year on Jupiter	11.9 earth years
Cold War	43.5 years
Soviet Union	61.9 years
Holy Roman Empire	841 years
100 years war	116 years
Jurassic Period	64,000,000 years
Your Life	???

Source: *Idiot's Guide to Managing Your Time*





DAY IN DAY OUT

WELCOA'S ONLINE BULLETIN FOR YOUR LIFESTYLE

A HEALTHY RECIPE BY RICHARD COLLINS, MD

GORGEOUS GEORGE BURGER



Measure:

1
1
1 slice
1 slice
1 slice
1 slice
1 tbsp
1
3 tbsp

Ingredients:

Morningstar Farms® Grillers® Vegan
burger bun
pineapple
tomato
onion
Swiss cheese, no fat
no fat Thousand Island salad dressing
lettuce leaf
vegetable broth

Preparation:

Grill Morningstar Farms® Grillers® Vegan and slice of pineapple slowly in sprayed grill pan until thoroughly heated. Use 2-3 tablespoons of vegetable broth in pan to prevent sticking. Place burger, pineapple, Swiss cheese, onion, tomato and lettuce leaf on bun, top with or serve on side Thousand Island salad dressing. Wonderful!

Calories 250, Fat 1.5, Cholesterol 6, Carbohydrate 33, Protein 21

Number of Servings: 1

Lettuce Layer Salad

Measure:

1 large
4 ribs
3 bunches
1 large
1, 10-ounce
1 cup
2 cups
1 envelope
3 tbsps
8 oz

Ingredients:

head of lettuce
celery, thinly sliced
green onions, sliced thin
green bell pepper, chopped fine
package frozen peas, thawed
Kraft® Miracle Whip Nonfat Dressing
fat-free sour cream
fat-free dry ranch style dressing mix
sugar
fat-free shredded cheese
artificial flavored soy bacon chips optional

Preparation:

In a glass 9x13 baking dish, layer the torn lettuce. Top with a layer of celery, followed by a layer of green pepper, onions and peas. In medium bowl combine Miracle Whip, sour cream, ranch style dressing mix, mixing well. Spread this mixture over the entire top of the salad so that it will stay crisp. Sprinkle 3 large tablespoons of sugar over dressing mixture. Sprinkle with bacon bits if desired. Top with grated cheese before serving. This can be made 3 days ahead and kept refrigerated.

Number of Servings: 12

Calories 96, Fat 0, Cholesterol 0, Carbohydrate 14, Protein 8, Sodium 370



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