There are many approaches for prioritizing your work, your home and your life. “While all of these are great, I’ve learned three that have worked for me over the years while working full-time, raising three children, going to school, volunteering, doing housework, trying to stay in shape and, hopefully, spending time with my husband,” says Terri Knudson, Director of Enterprise Portfolio Management Office.

1. **The reality check:** “This involves coming to the realization that none of us can do it all, as our lists will always be longer than any amount of time we have available. Once we acknowledge and accept that, the sense of having to complete the list goes away. We can learn to do our best every day without stressing about all the things we didn’t complete.”

2. **Balance your buckets:** “We all have different types of things we need to do, so putting our tasks in ‘buckets’ helps us compartmentalize our time and focus on the things we need to do that are important at that moment. For example, focus on work when at work, focus on family when at home and take time to focus on your own well-being, as well. Mixing the contents of the buckets can be confusing. Also, don’t try to balance too many buckets at one time – choose the ones that are the most important in your life.”

3. **Smell the roses, literally:** “So often we go through each day in a flurry of meetings, emails, and activities on our to-do lists. We all need to take a moment every day to recognize the people in our lives, and the things that really matter. Life passes by too fast, so each day we should take just a moment to celebrate, hug a friend or smell a rose.”

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**Use these quick tips to make it a habit to Prioritize Your Life:**

- Are you stressed by email? Attend the [Taking Control of Your Email](#) to master your inbox.
- Create a list of the top items of importance and tackle them in order.
- Make a point to schedule time for yourself and the activities you enjoy.
- Looking at your list, indicate if there are any items that may be delegated to someone else.
- Align the remaining tasks with your personal values, keeping in mind they may not align directly (example: cleaning the dishes may not be your purpose in life, but it allows you to have a plate clear of bacteria).