**Week 2: Time Management & Mindful Eating**

**Time Management** refers to planning and organizing time spent on various activities throughout the day. Effective time management skills can have great benefits such as:

- Greater productivity, efficiency and academic performance
- Increased opportunities to advance and achieve goals
- Less stress
- Failure to manage time effectively may have consequences such as missed deadlines, inefficiency, poor academic performance and overall higher stress levels

**The clock’s ticking!**

**Poor time management can impact your eating habits!**

**Unconscious Eater:** Eating while doing something else at the same time

- Try making eating a separate activity; when eating, only eat. Schedule time for eating and increase your appreciation of eating and how food fuels your body.

**Chaotic Unconscious Eater:** Overscheduled life

- Plan meals or take food with you. Reduce activities and/or commitments. Set a timer to remind yourself to eat and start the day with breakfast.

**Rethink your thoughts about food**

- **Honor Your Hunger:** Focus on keeping your body fueled with adequate energy and carbohydrates.
- **Respect Your Fullness:** Listen to your body signals and observe the signs that resemble comfortable fullness. Pause in the middle of a meal and assess fullness level.
- **Follow a Non-Diet Mentality:** Focus on hunger, fullness, feelings of healthiness and have a positive view of progress.
- **Honor Your Health:** Consistently make food choices that honor your health and taste buds for a feeling of wellness.
- **Respect Your Body:** Accept and respect your physical body and genetic blueprint.