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W.O.W.

Way Of Wellness Newsletter

To-Do Lists: A Way to De-Stress

BUILDING A MASTER TO-DO LIST

- Keep a notepad nearby so you can enter items as they occur to you
- Empty all of the to-do's in your head onto a piece of paper
- Don't worry about priority, importance, or time frame for completing; this is your "master to-do list"
- Don't try to tackle all the items on this list, you will build your "daily to-do list" from your master list

CATEGORIZING AND PRIORITIZING

- Break your master list into meaningful categories by activity
- Break large projects into smaller individual tasks
- Assign a letter code to each item on the list
 - "A" = must do
 - "B" = should do
 - "C" = could do
- Prioritize items in each category by letter ("A" then "B" then "C")

DAILY TO-DO LIST

- Limit your daily list to no more than 10 items you hope to complete
- Include no more than 2 large or difficult tasks
- Your daily list includes appointments and commitments to others
- Also include "A" items off of your master list
- If you have time, fill in the gaps with some "B" and "C" items
- Leave room for urgent items that just pop up



Can You Balance Your Life?

Close your eyes. When you think of a balanced life, what do you envision? Is it an organized home? Does it include utilizing a calendar or PDA? Are your bills paid on time? Do you have time to work out and eat healthy? You can probably think of countless other examples of how ideally you would live a balanced life.

Taking steps to live a life of balance can be a liberating revelation. It can also be stressful when you initially embark on the road to balance. The following steps can help ease your transition into your new lifestyle.

1. **One Size Does Not Fit All.** Don't be defined by others preconceived notions of what balance should look like in your life. No one knows your situation better than you. When you are striving for a sense of balance in your life, use your internal compass. In order to have balance, you have to want balance and you have to decide what that means for you and your family. It is counterproductive to try to have a sense of balance because you are trying to live up to others expectations or because someone has told you that you have to get your act together.
2. **Take Baby Steps.** Don't get into the habit of trying to make too many changes all at once. This approach will back fire every time. Quickly you become frustrated because you try to change everything all at once. The end result is that you stop striving to make the necessary changes.
3. **One Habit at a Time:** Trying to make too many changes in your life all at once can be overwhelming. Focus on one aspect of your life that you would like to balance. Continue to focus on this area until you are able to feel a sense of accomplishment. Your focal point doesn't have to be huge. It can be something as small as waking up 30 minutes earlier each day so you don't feel rushed in the morning. Once you have consistently accomplished your first balance goal for at least 30 days you can then start to focus on another area.

Life is a journey. Keep in mind that your habits of living an unbalanced life did not happen overnight. It may take you some time to change the aspects of your life that need to be balanced. You may have some set backs but if you keep at it you will be able to develop the habits of living a life that is focused and balanced.

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**"Live a balanced life - learn some and think
some and draw and paint and sing and dance**

Gratitude

This is a time of year for us to be thankful. Thankful for friends and family and especially thankful for our good health!

And, this is also the time of year for giving. We couldn't think of a more precious gift than the gift of health! Giving a Gift of Health is easy. Ask our staff for details.

You're Never Too Old: Christmas Gift Stacking Relay

Studies are revealing the health benefits of play. No, not for children, for adults! Games can stimulate brain activity and help to relieve stress.

The holidays are a perfect time to become a child once again. This classic game is a simple gift stacking game that involves speed and balance.

1. Divide your group into two teams, Team A and B. Now split each team so half are at one end of the room and half at the other end. (Distance 15 – 20 feet.)
2. Place 4 stools so that each of the 4 groups has a stool in front of them.
3. Create two "stacks" of gifts by placing 3 or more gifts on top of each other. Please one stack on a stool for each team. Teams are told that the players will each take turns carrying the stack of gifts from one stool to the other stool without dropping any gifts. Then the next person must pick up the gifts and take them back to the other stool.
4. First team done wins.

Note if the gifts fall then the person must go back to their starting point and begin again.



A Good Friend Can Make A Healthier You!

The health benefits of friendship include a longer, healthier life. Plus, being a good friend makes your life more fun, interesting, and easy to handle! Another health benefit of friendship is that when you have even one best or close friend, your attitude and ability to deal with stress and problems is greatly increased.

Surprisingly, even spending time with an intimate partner doesn't provide the same health benefits as friendship. Good friends offer a different kind of support than lovers, siblings, parents, or children do. Good friends provide a different level of understanding and communication -- and this positively affects your health, wellness, and attitude. Strong feelings of connectedness are another health benefit of friendship.

6 Ways To Be A Good Friend:

1. **Spend time together.** If you can't go for walks or to yoga class together, then telephone or email your friend regularly.
2. **Make friends a priority.** Maybe you "should" clean the house, wash the dog, go grocery shopping, or watch TV (some people feel they should do that!). But give those "shoulds" the brush and prioritize your friendships.
3. **Be there for the good and bad.** Show up for the funerals and the weddings, the surgeries and the celebrations! Be sincerely sad or genuinely happy for your friend – and include them on the good and bad in your life, too.
4. **Don't keep score. Who called who last?** Who bought lunch last? Who spent the most on Christmas gifts? Who forgot whose birthday? Who cares? If you have a good friend, cut them a little slack.
5. **Notice the little stuff.** The conversations that matter the most are the quick little ones that last only a few minutes-- it's the day to day minutiae of everyday life.
6. **Focus on the positive.** We all have quirks and weaknesses; focusing on your friend's strengths and wonderful qualities will keep your friendship alive and strong.