

Our culture thrives on activity. We're multi-taskers and feel like the more we can do at the same time, the more worthy we are. This can lead to burnout, a lack of enjoyment in what we're doing and feeling scattered. Here are some tips to help you do less and enjoy more, which will improve your health, improve your satisfaction in each activity and help you feel like you're making meaningful progress.

Cut back on multi-tasking: Yes, you can drive, eat and talk on the phone all at the same time. But you'll get indigestion, a messy car, and have a frustrated caller (who wants to hear someone chewing in their ear?) When it comes to doing multiple tasks at once, studies have shown you're actually less productive because your brain needs to continually shift gears from one thing to the next. Want to get more done and feel better about what you're doing? Pick one thing and do it. If it's too big to complete in one sitting, break it up into chunks. Stay committed to focusing on that one thing for whatever time frame you set.

Focus: One of the skills that yoga and mindfulness teach us is to use our gaze to balance and also to maximize our energy. Focus is a powerful tool that can lead to more enjoyment during each task as well as improved productivity. Use techniques like earphones while working to minimize distracting conversations, putting away the smart phone while out to dinner so you can really be there for your dinner companions and committing to focusing on one point while exercising. You'll have more energy during and after your activity.

Edit your To Do List: We all have a To Do list but how many things on it are really critical? If your list has become a dumping ground for everything from personal and business goals to work tasks as well as the little things that keep your personal life moving, take an axe to it. If you're unable to cut things, prioritize them. "A" tasks must be done, "B" tasks can wait and "C" tasks would be nice to get done but aren't critical. **It can help to ask yourself what is urgent and what is causing the urgency? versus What is really important to me?**

Pick the Sure bet by focusing on the important not the urgent: The more we do, the more people we know. The more people we know, the more our network grows. While this can lead to more opportunities to go out socially or meet for business reasons, if we're doing everything, it can lead to exhaustion and a feeling of discontent. Treat your time like a valuable commodity and use it wisely.

Block off time to just "be": One of the most powerful mindfulness tools is meditation. When we take time to sit in silence, we calm our nervous system, lower our blood pressure, see more clearly, make better decisions, and get back in touch with our body. This allows us to start our next task refreshed, be it for work or fun.

We wish you 20 minutes of mindfulness each day!

To get started with a mindfulness practice, visit mindfulhub.com.

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