

Reducing Time Urgency

The problem of time urgency can also be managed. Below are recommendations that will reduce the stress and “hurry sickness” that many Type A behaviors produce. Check off each as they are practiced. Follow all six steps.



Step 1 – Become More Aware of Your Time Urgency

- a. Review the Self-Inventory.
- b. Ask a friend or relative for feedback.
- c. Inform those close to you of your efforts to change.
- d. Review the causes of your time urgency.

Step 2 – Allot More Time to Activities

- a. Get up 20 minutes earlier.
- b. Be realistic about your time frames.
- c. Prioritize tasks and realize that some will go unfinished.
- d. Interject periods of relaxation throughout the day.

Step 3 – Practice Being Slow

- a. Take a toddler for a walk – at their pace.
- b. Record a conversation, then listen to the speed of your speech.
- c. While eating, place utensils down between bites. Chew food thoroughly.
- d. Notice all the details or characteristics of some situation.
- e. Do not wear a watch for a day.
- f. Practice patience while waiting in the longest line at a supermarket.
- g. Read a magazine while waiting in a line.
- h. Visit a park or museum.
- i. Refrain from interrupting someone doing an activity slower than you might do it.

Step 4 – Listen to Others

- ___ a. Before you speak, ask yourself if you have something meaningful to say. Are you talking just to talk?
- ___ b. Ask someone else what they did today.
- ___ c. Listen to someone without a single interruption.
- ___ d. Take a deep breath each time you are about to interrupt or finish a sentence for others.

Step 5 – Relax Your Driving Style

- ___ a. Wait an additional one-half hour before leaving work to avoid rush hour traffic. Spend this time relaxing or planning.
- ___ b. Do not pass slower cars.
- ___ c. Do not go through yellow lights.
- ___ d. Listen to relaxing music on a cassette tape while driving.
- ___ e. Do not honk your horn except in an emergency.
- ___ f. Drive in the slow lane.

Step 6 – Reduce Multiple Thoughts and Activities

- ___ a. Do absolutely nothing but listen to music for 15 - 20 minutes.
- ___ b. Do one task at a time.
- ___ c. Ask someone to remind you if you try to do two or more things at once.
- ___ d. Delegate activities.