

# CLINIC VIEW

## Newsletter

### Student School Based Clinics Highlights

November 2022 Vol. 3, Issue 3

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#### Important dates:

- **November 8th:** No School- Election Day
- **November 11th:** No school- Veterans Day
- **November 21st -25th:** No School- Thanksgiving Break
- **November 28th:** School resumes

#### Contact Us

Division of Student Support Services  
Clinic/Health Promotions Department  
901.416.6432



**Text SCS901 to 91999 to make an appointment!**

- East High School Based Health Center
- Sheffield CTC Based Health Center
- Westwood School Based Health Center

### Time Management Is My New BFF!!

Time management is truly the only way to get through these changes successfully while also being intentional of not stretching yourself thin. You cannot be at your best if you have burned out. Here are a few tips that will help you with balancing things in your life, so that you can be successful this school year with your family.



1. **Find your tool-** Do you use your phone calendar, do you use an old school organizer, do you have a wall calendar on your refrigerator, or a journal book you always keep with you to take notes in? Whatever your preference, use it!
2. **Create a daily, weekly and monthly schedule-** Invest a couple hours one day, when you are free, and create a daily schedule for yourself so that you are aware of what time you have available. You can start by plugging in set things like work and school schedule, medication times, pick up times, and anything you know will happen every day. Then you will be able to see your free time and can plug in time to take care of everything else. You need a weekly schedule for things that occur weekly and the same goes for the monthly.
3. **Family time-** As a family, you should sit down with each other your children collectively and/or individually to help them to create a daily, weekly, and monthly schedule. Post it were they and you can see and manage it daily.
4. **Incentives-** In your family meeting about the schedule, you should set expectations that privileges can only be cashed in on, when things on the daily schedule are complete. This method allows you to set a healthy standard and reduce the need to feel like a sports coach daily barking reminders.
5. **Intentional School connection-** Schedule time to connect with your child and teacher to ensure your child is on track.
  - a. Daily check- ins are suggested for children in Elementary, and any child of any age who has some behavior or academic challenges, as this will help all to know what to work on daily to ensure they are on track.
  - b. Weekly contact is suggested for Middle schoolers and progress report time for High Schoolers.
6. **Self-care-** If your schedule is completely full of no free time, you need to evaluate and reprioritize some things and work on saying, "no" or "not right now." You should have enough time to sleep, relax, exercise, and connect with family. It's not about checking off all the boxes, it's how you feel about yourself.
7. **Consistency-** the more you make time to manage your time, it will become easier and will help you feel less stressed. Your children knowing what is expected of them, keeps them accountable and makes things less chaotic which leaves you feeling better as a parent and able to focus on fun things when you are home together.

When you manage your time effectively, you can realistically know what you can do now and what will have to be done another day. You will be able to say, "no" with confidence. You will be able to understand the importance of giving your children and each household member tasks and responsibilities that they can manage to prevent you from taking on everything. Families who manage their time, have less anxiety and stress which helps promote healthy learning and overall happiness with life. Please contact **Tara Seay, B.A., M.A, LPC-MHSP | Director of Family Solutions, Family Therapist,** at Office: (901) 701-2873 for assistance with time management.



November is National #DiabetesMonth! With the help of your health care team, you can create a diabetes self-care plan that may include these tips from the @National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK):

- Manage your A1C, blood pressure & cholesterol levels.
- Seek additional support for your specific needs.
- Make physical activity part of your routine.
- Follow a diabetes meal plan.
- Stay on top of your vaccines.