



# Make Good Use of Commute and Break Times

Expert planners use travel and break times to their best advantage. Instead of grumbling about the hours they spend getting to and from work, they find ways to make the most of their commutes. They learn how to shift gears quickly and to take care of personal business during work breaks. No time is wasted if you put it to good use. Here are some ways to make commute and break times more pleasant and productive.

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## **If you use public transit to get to work:**

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- ✓ Compose or review your daily to-do list.
- ✓ Outline business letters, notes and memos.
- ✓ Silently rehearse speeches, presentations and interviews.
- ✓ Catch up on your personal correspondence.
- ✓ Balance your checkbook and work on the family budget.
- ✓ Read business or recreational materials.

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## **If you drive to work:**

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- ✓ Listen to music, books on tape or motivational tapes.
- ✓ Mentally plan meetings and projects. Some people carry small cassette tape recorders in the car to dictate notes and messages.
- ✓ It's possible to conduct business and talk to family members while you're in transit if you have a car phone. If you use a car phone, don't let your attention stray too far from the road.
- ✓ Consider sharing rides. Many employers and regional transit authorities sponsor ride-sharing services that match you with other commuters and distribute information about other transit options.
- ✓ Find out if your company has a flextime policy in place. If so, you may be able to adjust your schedule to avoid congested commute hours.
- ✓ Allow extra time to get to your destination and relax.
- ✓ Call to confirm appointments and meetings before you leave your home or office so you can avoid disappointments and unnecessary waiting.



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## **Use break times to:**

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- ✓ make appointments with doctors, dentists and hairdressers.
- ✓ check in with your children and child care provider.
- ✓ take a walk around the block and get a breath of fresh air.
- ✓ catch up on news with your coworkers.
- ✓ read travel brochures for your family vacation.
- ✓ relax; find a quiet spot, put up your feet and read your favorite magazine.