

## Know Your Headache Type

by Michael Russell

**D**o headaches tend to weigh you down? Do they hamper your productivity by preventing you from accomplishing what you need to do at work or at home? Do they hinder you from living the way you wanted to?

If truth were known, millions of people out there share these exact sentiments. In fact, headaches are so prevalent that they are considered to be one of the most common ailments plaguing our society today.

There are many different types of headaches and even more varied causes, which trigger the onset of the problem. A headache may be categorized as any of the following:

### ***Tension Headaches***

Physical and/or emotional stress may bring about tension headaches. With this type of headache, you might feel a certain gripping pressure like the head is in a vise. A dull burning sensation above the eyes and pain in the jaw, neck and shoulder areas may sometimes accompany tension headaches.

### ***Migraine Headaches***

This type of headache is caused by significant changes in the flow of blood in the head and is hence also called vascular headaches. A migraine is usually characterized by throbbing pain in one or both sides of the temple, a marked sensitivity to light and/or noise, nausea and vomiting. The duration and recurrence of migraines varies widely from one person to another. For some, it may last for just a few hours while others may need to endure it for a few days. Still others may be forced to bear the pain several times a week while some may be more blessed and be troubled by migraines just once every few years!

### ***Cluster Headaches***

Did you ever experience a sudden and extremely severe headache, which affects just one side of the head (usually in the temple area or behind the eye)? This type of headache is commonly known as a cluster

headache and is noticeably more prevalent in men as compared to women. With cluster headaches, the pain usually starts at night and lasts from 30 minutes to several hours. The habitual use of cigarettes and alcohol are among the most common factors, which trigger this type of headaches.

### ***Chemical Headaches***

If your headaches after exposure to certain chemicals such as paint, varnish, insect spray and cigarette smoke, you might be suffering from what is known as a chemical headache. To treat this, you need to get away from the source of the offending chemicals, get a breath of fresh air and drink plenty of water to flush the toxins away from your body.

Aside from these, headaches may also indicate other health problems. If you wake up in the morning with a throbbing headache, it may indicate that you are suffering from sinusitis or allergies. If you are trying to cut down on caffeine, drinking less coffee in the morning may lead to a headache. Headaches accompanied by severe eye pain should be given immediate medical attention, for it may indicate glaucoma. Headaches accompanied with fever, stiff neck, nausea and vomiting may either be caused by encephalitis and/or meningitis. The possibilities may be endless since headaches are one of the most common symptoms, which accompany most medical conditions.

Most headaches that occur by themselves (without other accompanying symptoms) can usually be treated and prevented by taking good care of your self. However, if you had an unusual headache that is very much different from anything you have ever experienced before, don't take it lightly. Seek immediate medical attention.



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## 10 Ways to Take Back Your Time

by Linda Dessau

I've divided my tips into two sections - 5 ways to manage your time and 5 ways to take back your time. Both offer daily or regular practices to try out in your life right now.

The first section focuses more on easing the time pressures in your life, to deal with all of the things you've gotten yourself into ;)

The second section focuses on making overall changes to your life. When you take back your time you also take back your CHOICE. When we're feeling time pressured and stressed out it's easy to forget that we have any say in the matter. And we do!

### **5 Ways to Manage Your Time**

1. Choose specific times to look at email during the day - seeing emails as they come in can really distract you from what you're trying to accomplish and you'll end up losing time as you go back and forth between activities.
2. The 15-minute strategy. This not only helps motivate you by breaking down large jobs into smaller pieces, it also makes good use of your time. The strategy is to spend 15-minutes on a task and then move on the next. You can come back to the first one as many times as you need to until it's done.
3. Find a system that works for you for making and meeting deadlines and appointments - a calendar or day-timer. I use a Palm Pilot and have been really happy with it.
4. Plan and cook meals ahead of time. A huge time-saver and also makes it much easier to eat healthier. It could be as simple as cooking an extra portion of dinner and having it for lunch the next day, or you could plan out seven days at a time (which is what I do).

5. Keep up with things - whether it's tidying up your papers, doing the dishes or working on a report, doing things a bit at a time (see tip #2) instead of letting them pile up to the point of taking you all day, is much more manageable.

### **5 Ways to Take Back Your Time**

1. Set and keep your boundaries - if you work for someone else, be clear about over-time and taking work home with you. If you work for yourself, establish the times of day that are no-work zones; good places to start are breaks for meals and deciding when you will start and stop work for the day.
2. Make one day a week "timeless" – rise and shine when you feel like it, eat when you're hungry and let your inner child (or your actual child!) plan your day's activities. Warning: This may conflict with the tip below ;)
3. Cut your t.v. time - try limiting it to one hour per day. Or try cutting it out completely for one week.
4. Buddy up and find someone to take back time with. Whether it's your spouse, best friend, family member or work colleague, if you're both committed you won't let each other bow out.
5. Take your holidays! Whether you're self-employed or work for someone else it's important to take time off to rejuvenate. You will be more productive for it in the long run.

Where do you need to take back time in your life?  
Where do you need to manage your time better?

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