

# Take Control of Your Time

Sometimes, we feel stress simply because we feel there aren't enough hours in the day for our "to-do" list. Below are some strategies you might consider to help organize your life and take control of your situation!

## Organize

- Make a to-do list and order it by priority.
- Break down big projects by listing each task in a sequence. This will help you estimate the time it will take to complete the project, and helps you plan ahead with more confidence.
- Schedule tasks on your to-do list into your calendar, and only focus on that task for the allotted time.
- Make your to-do list for the next day before you leave the office for the day, or before you go to sleep. Wake up ready to tackle your first task!
- Organize your workspace and home so you can find frequently used items quickly.
- Declutter your spaces by making three piles: items to be discarded, items to be donated, and items to keep.

## Prioritize

- To determine priorities among your task lists, try organizing them by the following:
  - ✓ Importance – Does this contribute to a larger goal or purpose? Try to put importance of the task before urgency.
  - ✓ Timeline – When does the task need to be done? Organize tasks by deadline, starting with what is due the soonest.
  - ✓ Duration – Taking time to estimate the duration of a task allows you to plan your day more realistically.

- Do important tasks when you are most productive. If you're a morning person, schedule important tasks for that time.
- If a task continues to get bumped to the next day, evaluate whether it's something you *need* to do, or if it can be removed or delegated to someone else.

## Set boundaries

- Schedule family and home activities on your calendar. Plan around them instead of sacrificing them for other tasks.
- Try to set limits on usage of electronic devices by putting your device in a locked drawer or setting it across the room so it's not within easy access.
- Say "no" when you need to; no excuses needed! Keeping your "no" simple, brief, and to the point. Don't worry about seeming rude or aggressive – you are simply being assertive about your priorities!

# 100 Ways to Cope with Stress

Talk to a friend Use time wisely Stretch Get a massage  
Ask for help Catch a butterfly (and release it) Delegate Golf Jump rope Say no  
Release expectations Make time for fun Smile at a stranger Dream  
Rent a canoe Give a hug Develop a support network Take action  
Volunteer Go with the flow Avoid complainers Blow a bubble  
Pet a dog/cat Plan ahead Take a class Send someone a card  
Get enough sleep Clean up your email inbox Daydream Sing  
Take a nap Walk a dog Ride a bike Go on a picnic Be positive  
Establish a date night Pay a compliment Play air guitar  
Swim Clean a junk drawer Get a pedicure Write a poem  
Schedule a day off Hum a tune Join a support group Eat well  
Take the scenic route Read a book Be a good listener Meditate  
Live in the moment Get to work early Plan a vacation Laugh  
Watch a sunset Schedule fun Dance Cook a new recipe  
Accept change Go to the gym Take a vacation Smile at a stranger  
Get some fresh air Make a decision Practice forgiveness Yawn  
Rent a funny movie Color in a coloring book Keep a journal  
Play Kiss a loved one Walk in the rain Find a new hobby Go to the beach  
Make duplicate keys Take a bubble bath Garden Believe in yourself  
Tell a joke Visit a museum Learn to knit Make a to-do list Fly a kite  
Listen to the birds Have a positive attitude Take a deep breath