

Time's up on stress

You're juggling a lot: family, friends, work, errands—not to mention, trying to take care of yourself! If you're stressed and overwhelmed, you're not alone. How can you find time for all the things you want and need to do? The good news is that there are steps you can take to get it all under control. Let's take a closer look at how time management can help you.

What is time management?

Time management means focusing on what's most important to you. But how can you decide what's most important? It starts with three steps: prioritizing your tasks, managing your commitments, and avoiding procrastination (time wasting).

Prioritizing your tasks

Think about what you have to do in a day. Try to make a list of your daily tasks and rate the items as follows:

- Urgent tasks are those that must be done right away to avoid a major problem, such as paying bills.
- Important tasks are those that are meaningful, such as spending time with your family, helping friends, or getting exercise.
- Not important tasks are ones that don't need to be done or that aren't important to you.

After you have your list, think about what you can change. Is there an important task that should be urgent? What can you let go?

Managing your commitments

Uh oh—you committed to doing too many things, and now you're overwhelmed. Never fear! You can take steps to decide how you want to spend your time.

To start, try not to commit to things that are not important to you. When you need to let something go, it can help to imagine tying it to a balloon and then watching it float away. Remember, you don't have to finish every project or meet every goal. If one of your goals is less important, give yourself permission to work on it later.



Time management means focusing on what's most important to you.

Do you procrastinate? You're not alone. See the other side for tips on how to get it under control.

Get procrastination under control

Now that you know how to prioritize your tasks and manage your commitments, you're on your way to better managing your time! There's just one step left: handling procrastination.

We get it—some tasks are unpleasant. You might avoid these tasks or put them off time and again until they become urgent, making them even more stressful. The good news is that with these tips, you can learn to manage your tasks, all while saving time and breaking bad habits.



✓ Structure your time.

Use a day planner, notebook, sticky notes, an app, or whiteboard to plan your day or week. Just seeing your tasks written down can make them feel more manageable and help you get to work.

✓ Break up large tasks.

It's easier to face an unpleasant task if it doesn't take up too much time. If you know a task will take three hours, break up your work into one-hour blocks over three days.

✓ Create short-term deadlines.

Short-term deadlines can help you get things done. When the long-term deadline arrives, you won't have as much work to do.

✓ Allow yourself to be human.

If you demand perfection, you might not even start a task because you're worried it won't be perfect. Doing your best is fine.

You may still slip up sometimes and find yourself putting things off. That's okay. Try again. And again. As soon as you know it, confidence and positive thinking can help you get back on track.



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