

a healthy balance

Don't Stress the Stress

Okay, so maybe we will never be able to completely eliminate stress from our lives, but there are ways we can minimize it and make it less – well, stressful. One way is to manage your time better so you're not constantly running late, catching up or overwhelmed. The following are four ways you can better manage your time and eliminate stress from your day:

Make a time diary. It's difficult to make intelligent decisions about using your time more effectively if you don't know what you're doing with your time now.

Learn to say "no." Once you've blocked time for important, but often not scheduled activities, sign on for only those things that are important to you, or your family, friends and health. Once you know exactly what you have time to do, turning down things that don't fit into your priorities is easier.

Create a time-based, to-do list. Lists are always helpful, and adding how much time each task should take helps prioritize how you go about the tasks. When you prioritize tasks, you naturally focus on those that you can do immediately.

Don't be a perfectionist. Set rational goals. It's fine to strive to be your best, but it's counterproductive to try to be the very best. Setting unattainable expectations of yourself just adds stress to your life.

Did you know your Employee Assistance Program (EAP) could help?

For more assistance on dealing with stress, call your confidential EAP any day, any time, for information, resources or a referral to help resolve your concerns.

—problem—

solved