

Stress and Sleep

Manage Time to Manage Stress



The feeling of not having enough hours in the day and the frustration of being unproductive can dramatically increase your stress levels. Improving your time management (TM) skills can help you feel more in control, productive, and stress-free! Try these tips and tricks to manage time and reduce stress.

Plan each day

Write a to-do list for each day the night before, placing the most important tasks at the top. Keep a schedule of your daily activities to help avoid time crunches and double-booking. A daily planner can help you get organized!

Say no to nonessential tasks

It is OK to say no. Think about what else you have going on during the week before agreeing to more work or social engagements.

Take a break

Don't forget to plan some time to relax! It is important to have a few moments each day that aren't completely packed with activities. Sometimes walking away from a big project for a few minutes will help you regain perspective and motivation to complete the task at hand.

Limit distractions

Block out time for big projects. During that time, close your door, turn off your phone and avoid checking your e-mail compulsively.

Assess Your TM Skills

Visit this link:

<https://www.psychologytoday.com/us/tests/career/time-management-skills-test>

Take the short time management assessment. The assessment will help you identify areas you can improve upon such as prioritization, goal-setting and procrastination.

Discuss your results with your Healthstat Clinician. Consider how stress impacts your glucose control, and discuss techniques for stress management and mindfulness.