

# VitaMin

Vital health information in a minute

## IS YOUR SCHEDULE STRESSING YOU OUT?



Do you find yourself rushing from one activity to the next? Are you trying to do it all – work, personal life, family time, social and volunteer activities? If you're feeling frazzled, it may be time to de-stress your schedule.

You can win back more minutes and hours in your day. And the bonus: extra time for doing things that make you happy. These tips can help make it happen:

**Cut back on commitments.** Are you involved in activities because they're important to you, or because you feel pressured or obligated? Prioritize the things that are most important to you. Say "no" to the rest.

**Don't bite off more than you can chew.** Maybe you don't have time to plan a neighborhood block party or holiday bake sale. Find smaller, bite-size ways to help with these events.

**Give yourself some breathing room.** Sometimes the expectations you set for yourself are the highest. Give yourself a break. And remember: You have many abilities, but you're not superhuman – and that's OK.

**Schedule downtime.** If your calendar tends to get overbooked, block off a few hours or a weekend on your

calendar. Schedule personal time every day and treat it like any other appointment on your calendar.

**Turn off your phone.** Is your phone constantly buzzing and ringing? Take a little break from technology. When you power down, you can focus on family time. Or take care of your to-do list without interruption.

**Share the load.** No one can do it all. But you can do more with a little help, right? Share responsibilities with family, friends or colleagues.

**Take a break.** Go for a walk, listen to music, do yoga or something else to help you de-stress. Also, don't forget to carve out time away from work – whether it's a vacation or simply a few days at home to relax.

**GO YOU**<sup>®</sup>



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