

# STRESS



# BUSTERS

PART OF THE POWER OF THE PEERS NETWORK

## Time Managing Tips

- \*Plan each day
- \*Prioritize your tasks
- \*Make a list
- \*Say no to nonessential tasks
- \*Breakup time-consuming tasks into smaller parts
- \*Limit distractions
- \*Get plenty of sleep
- \*Healthy diet
- \*Take breaks when needed

**10 Minute Rule**  
Work on a dreaded task for 10 minutes each day. You may find you can finish the task.

Managing your time takes effort.

There is no easy button for this. Taking a little time now can reduce stressing out later.