Time Managing Tips

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

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

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