



Simplify for Stress Management

If you feel like you are constantly being pulled in too many directions, it may be time to simplify. Try these tips:

Establish Priorities

- Set priorities to help you manage both daily tasks and short- and long-term goals
- Use a calendar to track deadlines, manage commitments, and streamline your schedule
- Practice saying “no” when a commitment will stretch you too thin

Organize

- Decrease clutter by giving away or disposing of items that you no longer need or use
- Set aside a few hours a week or one day a month for organizing and clearing clutter

Turn Down the Noise

- If you are feeling overloaded, cut back on subscriptions to news feeds and streaming services or delete distracting phone apps
- Set aside dedicated time to work on specific projects without interruption
- Use mindfulness techniques to maintain focus and manage stress



Visit mylifematters.com

- **Access Counseling** to speak with a professional counselor about stress management and work/life balance
- Take the **MyWellbeing Profile** to evaluate your overall wellbeing and schedule an appointment with a coach

Quick Tips:

- **Simplifying may make it easier to manage a busy life.**
- **Clutter and information overload are both common sources of stress.**
- **LifeMatters can offer suggestions for managing your schedule and creating greater work/life balance.**

1-800-634-6433

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