

Save time. Be organized.

Manage your time to help you manage the stress that comes with unfinished business.

- Keep a "To Do" list. Use a method that works best for you. Examples are paper post-its, computer software/apps, a daily or weekly planner, and your smartphone.
- Prioritize and assign times to complete tasks. Check off ones you finish.
- Clear clutter in your workspace and house. Organize your piles into files.

Create and maintain healthy work habits. When you get to work, use your "To Do" list to plan your day. Spend the last 10 minutes organizing your space and putting things in their place.



Yes 

Avoid distractions while you work.
Assign time to check and respond to
emails and phone calls.

No 

Don't check your personal email and
text messages on work time.