



# Prevent overscheduling

If you feel like you are running from one thing to the next without enough time to catch your breath, you may be overscheduled. Even if all the items on your calendar are things you love, being too busy isn't good for you.

Everyone needs a bit of margin in their life. Having time to relax and rest is essential for good health.



**TO PREVENT OVERSCHEDULING, BE PROACTIVE AND HAVE A PLAN. TRY THESE TIPS:**

- **Know your priorities.** You can't do everything, nor should you! Decide what matters most so you can make time for it.
- **Use the answer "let me get back to you on that" to buy yourself time.** Sometimes it's easier to say no after reflecting.
- **Put downtime on your calendar.** Perhaps it is one evening a week where you rest and don't commit to anything.
- **Practice saying no.** When you say no to something, it leaves space for you to say yes to what you truly care about.