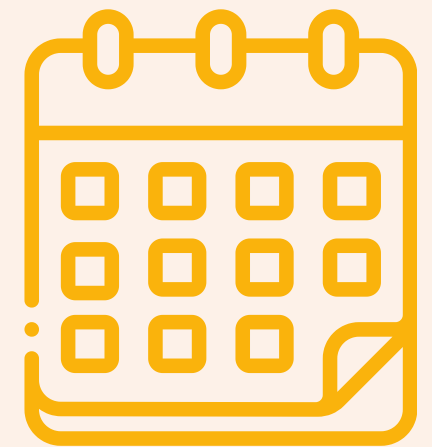




Time Management

Your self-care best friend and/or enemy...



- **Perceived control of time**
- **Prioritize deadlines – take time to sit and organize tasks**
 - **Allows you to be prepared and anticipate what you will have to do each day**
- **Schedule breaks within your day**
 - **1-minute mindfulness breaks throughout the day**
 - **Live in the moment**
 - **Helps clear, calm, and refresh mind**

KNOW WHEN YOUR PLATE IS FULL!



- **Make lists – written or digital, or both**
 - **Lists for both work and self care activities**
- **Actually schedule time within your day or week for self-care**
 - **Hold yourself accountable**
 - **Don't just assume you'll do it at some point**

Goal Setting

- **Set goals and limits for yourself**
- **SMART Goals:**
 - **Specific**
 - **Measurable**
 - **Achievable**
 - **Realistic**
 - **Time-bound**

- Remember your values
- Imposter syndrome
- Prioritize what is important to you
- Stay true to who you are :)

Last Points on Time Management:

- **Easier said than done – try your best**
- **Not relevant to all stressors – more so related to school and work**
- **May just be the foundation of your self-care plan**