

## Top 10 Tips: Time Management, Stress Management and Work-Life Balance

1. **VISION:** Create a clear vision of what you DO want and focus on that
2. **PLAN:** Create a plan/roadmap to achieve your desired goals, execute your vision and clarify highest priorities
3. **STICK TO PLAN:** Focus on the “vital few” aspects of your plan
4. **SET BOUNDARIES:** Learn to say “no” if it’s not in your plan; push back when appropriate
5. **MAKE IT MANAGEABLE:** Break down big projects into smaller, “bite size” pieces
6. **ASK QUESTIONS:** Before saying “yes,” ask for clarification on priorities, importance and sense of urgency for each new item to land on your “plate”- how does it fit into your “plan”?
7. **MANAGE EXPECTATIONS:** Clearly communicate with others; re-negotiate
8. **GET SUPPORT:** Delegate; ask for help; create a support team
9. **KEEP THINGS IN PERSPECTIVE:** Remember that you can’t always change your circumstances but you can change your reaction
10. **PRACTICE SELF CARE:** YOU are your greatest resource - nutrition, sleep, exercise, relaxation, meditation, whatever works for you