



## **SIMPLE DE-STRESSORS!**

Don't make it complicated – stress management is life management, so don't make it stressful!

### **Energy – just remember “Take 5”**

- 5 deep breaths
- 5 minutes to clear your head
- 5 blocks to walk

### **Time – don't be intimidated by the clock!**

- focus on one task only – don't dwindle your time
- time your interruptions – both your interruptions and others
- don't let the clock manage you – manage your time instead

### **Clarity – wrap your head around it**

- decide to decide – procrastinating is a time waster
- forget perfectionism – deciding ups your chance of being right
- release yourself from chaos – make a list – get clear

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