

Manage your time to feel less stress

It's common to feel like there's never enough time to get everything done. Take a look at how you spend your time. If you often put off tasks and run late, you may feel stressed about falling behind.

But the good news is that managing your time can help you get more done. You'll feel in control when you have a plan. Plus, you'll have time and energy to do things you really enjoy.



6 tips to help manage your time



1. Rank your priorities

Write a list of tasks for the week. List those that you must do first and what you can save for later, or even skip.



2. Break up the big stuff

Look at a huge project as a series of smaller tasks. Work on each step, finish it and move to the next one.



3. Be realistic

Don't give up before you've started because you think you won't have time to do it perfectly. Give yourself credit for trying.



4. Find your balance

It's fine to let go of some goals and reprioritize. Make time for other things, like spending time with family and friends.



5. Honor commitments

Save your time and energy for what matters most to you. It's okay to say no if your plate is already too full.



6. Discover tools that work for you

Try out time management apps, online calendars or planners. They can really help organize your time and tasks.



DID YOU KNOW?

The average person is interrupted at work up to 60 times a day.*

To avoid this, keep a log of interruptions. Then, budget time to address each issue. And know that it's okay to say no to a task, or ask for an extended deadline.



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*FOR INTERRUPTIONS NOTE: LinkedIn. [Handling interruptions at work](#). April 5, 2022. Accessed November 9, 2023.

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