

Stress Reduction Worksheet

	AN EXAMPLE OF ACHIEVING THIS	DATE COMPLETED
Set Priorities – realise that you can only accomplish so much in a day. Decide what is important, and limit your efforts to that goal		
Organise your day – there are always interruptions and unplanned demands on your time, but create a definite plan for the day on the basis of your priorities. Avoid the pitfall of always letting the “immediate demands” control your life		
Delegate authority – delegate as much as you can. You can’t do everything yourself. Learn to train and depend on others		
Tackle the tough jobs first – handle the most important tasks first, while your energy levels are high. Leave the busy work of running around for later in the day		
Minimize meeting time – schedule meetings to bump up against the lunch hour or quitting time; that way they can’t last forever!		
Avoid putting things off – work done under pressure of an unreasonable deadline often has to be redone. That creates more stress than if it had been done right the first time. Plan ahead		
Don’t be a perfectionist – you can never really achieve perfection anyway. Do your best in a reasonable amount of time, then move onto other important tasks. If you find time, you can always come back later to polish the task some more		