



3 Steps Towards a Stress-Free Life

Below are three strategies to experiment with to help you stay as stress-free as possible. After you try each step, I encourage you to briefly write out how you intend to put this step into action or you can choose to write briefly about your experience once you attempted the step. This is a good way to reflect and see if this process worked for you, if it needs to be tweaked, or if just wasn't a good fit.

1. Time Journaling

I know it may sound counter-productive if you already feel you don't have enough time in your day to add one more task but hear me out. Often, when the day is over we feel like we were busy all day but never seem to get a whole lot accomplished. This is where a Time Journal can be a great eye-opener. Keeping track of what you are doing (every half hour, every hour, your choice) helps you to see who or what are the major "time suckers" in your day. Once you have identified them, it's time to move on to daily planning and delegating.

2. Daily planning and delegating

Once you have identified the “time suckers” in your day you can begin to plan for them or plan around them. Ben Franklin stated that “If you fail to plan, you are planning to fail.” The same holds true today. Going into the day without a game plan can lead you running from issue to issue and not really getting any one thing completed. Making a plan for your day the night before puts you in the right frame of mind as soon as you wake up. Try and make it as specific as possible, identifying what needs to be done and who will do it. That’s where the delegating comes in. It can be hard to either ask people for help or feel confident they will do it exactly the way you want it done. Stress-free living isn’t about being perfect it’s about being “good enough”. Once we can accept “good enough” we can spend less time perfecting each project/chore/assignment and more time getting items crossed off your To-do list. Who are some specific people in your life that you can begin to delegate tasks to? What will you delegate first? How will you delegate it?

3. Decreasing the stimulation in your environment

Sometimes the things that keep us from getting things done are distractions that we can control. Is your closet, car, desk, office, or whole house a mess? Visual clutter can create mental clutter making it more difficult to get things done. How often have you found yourself distracted by things that are messy and out of place? Do you have a ton of knick-knacks in your living or working space? These might seem like a fun way to decorate but if you are someone who is

easily over-stimulated it is best to make your life and work setting as distraction-free as possible. Take an inventory of what you have lying around that you really don't need, use, or love. It might be time to clear out and clean up.

NOTES:
