

How does learning about time management help to relieve stress?

Learning about time management can help to reduce stress by providing you with the tools and techniques to better manage your time and prioritize your tasks. When you can effectively manage your time, you can reduce the feeling of being overwhelmed and increase your sense of control.

Here are 3 ways in which time management can help to reduce stress:

- **Prioritizing tasks:** By learning to prioritize your tasks, you can focus on the most important and urgent tasks first, reducing the feeling of being overwhelmed by too many things to do.
- **Setting goals:** Setting clear and achievable goals can help you to focus your efforts and stay motivated, which can reduce stress and improve your sense of accomplishment.
- **Eliminating distractions:** Time management techniques can help you to identify and eliminate distractions, such as social media or email, that can disrupt your focus and increase stress.

Time management is a skill that requires practice and continuous improvement. It's a good idea to start small and gradually work on incorporating new time management techniques into your daily routine



TASK TIME: 5 MINUTES

Exercise: This week, really try to stay aware of what you are doing and prioritize between what has to be done and what can wait.

Balancing Work & Family

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