



**By: Staci-Anne Nogami**

**1. Declutter Your Environment** - Create a space where you can escape the stress of daily life. SORT through the things you need and don't need. Keep the essentials! Having a tidy space improves mental clarity.

**2. Write things down**- Create to do lists of the things you need to get done.

**3. Prioritize Tasks** - Use the Eisenhower Matrix to sort through your lists. Complete the soonest deadline first.

**4. Make a Routine, and STICK to it.** Create a routine, something you do everyday to help you get comfortable.

**5. Take Breaks** - Taking a break by being in a different environment can help you get more done and in a way resets your focus.

**6. Practice Self-care** - Be sure to listen to your body when things are getting too much, rest if you need too and just 'be'.

**7. Say No** - You can't please everyone, learning to say no helps you get more completed.

