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From Chaos to Calm: Stress Reduction & Prioritization Exercise

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FROM CHAOS TO CALM

STRESS REDUCTION & PRIORITIZATION EXERCISE

What are you stressed about? List out the specific tasks that are filling up your plate below.

Assign a priority level.

- High = Absolutely must be done asap.
- Medium = It's important, but could be pushed back.
- Low = I do not need to worry about this right now..

Problem-solve it! What can you do to eliminate, delegate, or reduce this stressor?

Stressful Tasks	Priority H, M, L	Solution

Let's break it down even further...

Out of the tasks that are 'high priority', is there one that stands out as being the MOST stressful? Which task, when completed, would take an immense load off your back? Do that one first and the others will follow suit.

For more time management tips, read [How I Maximize My Time as a Creative Entrepreneur](#)