

## One Hour Stress Plan

When we feel overwhelmed, we get stressed, which can damage our focus and cloud our thinking.

*“Working within a limited time frame is important because the race against time keeps you focused.”*

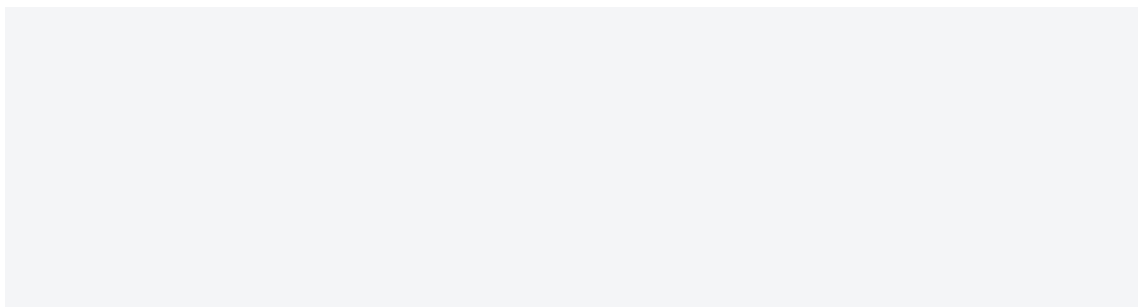
(Bregman, 2014, p. 157)

When you feel stressed and overwhelmed with too much competition for your time and attention, it is crucial to get focused.

Use this worksheet to plan and work through what you can in 60-minutes. At the end of the time, you will have progressed and can repeat the exercise as many times as you like (modified from Bregman, 2014):

Next time you feel stressed and overwhelmed:

1. Write a list of everything urgent you must do (in the box below or on a separate piece of paper or even a post-it note):



2. Spend 15 minutes focusing on as many fast, small tasks as possible. Tick or cross them off as you go.
3. Spend 35 minutes focusing on the most challenging task without interruption (ignore emails, calls, etc.)
4. Take a break for ten minutes – ideally away from your desk.
5. Repeat the process starting at step 1, with the new shorter list of activities.

Gaining a sense of control and reducing the work list will lower your stress and focus your attention more wisely.

### References

- Bregman, P. (2014). A practical plan when you feel overwhelmed. In *HBR guide to managing stress at work* (pp. 27-50). Boston, MA: Harvard Business Review Press.