



Stress Management Checklist

Use this checklist as a quick-reference tool to help implement stress-reducing strategies immediately. After each action is taken, check the corresponding box on this sheet to keep track.

MORNING ROUTINE

- Dedicate 5 minutes to mindfulness practice.
- Hydrate and fuel.
- Review priorities for day.

WORKDAY TIPS

- Take a short break every 25 or 50 minutes.
- Use a task manager to keep track of deadlines.
- Time block to ensure administrative tasks are completed.

EVENING WIND DOWN

- Set boundaries by logging off work at a designated time.
 - Commit 5 minutes to reflect on the day.
 - Establish a bedtime routine that signals relaxation for you.
 - Prioritize quality sleep.
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