

STRESS MANAGEMENT TOOLKIT

SETTING YOURSELF UP FOR SUCCESS

This toolkit contains 4 tools for managing the amount of things coming at you!

Also, check out the next "***Setting You Up for Success***" class for an opportunity to learn and practice these tools in an online classroom environment.

GETTING ORGANIZED WITH TIME MANAGEMENT SYSTEMS

GOAL: When you feel overwhelmed from the rate, volume, and complexity of things coming at you, it is time to turn down the volume.

Three fundamental time management systems can help you get a handle on all of the things coming at you on a daily basis:

1. An Intake System
2. A Processing System
3. A Scheduling System

To understand more about how these systems can serve and how to set them up, check out the [Time Management Resources](#) page on my website.

CREATING A PLANNING HABIT

GOAL: Making conscious decisions and becoming more intentional with your time can help feel more proactive and less reactive.

If planning in advance is new to you, try these tips:

- Rather than weekly planning, try planning a day in advance.
- Start with visualization – how do you want to show up? How do you want to feel?
- When you shift to weekly planning, bookend your work week with an hour of planning at the beginning and an hour of reflection at the end. Schedule these times into your calendar and make them non-negotiable.

For more information on planning, check out the [Time Management Resources](#) page on my website.

COMMITTING TO A SELF-CARE ROUTINE

GOAL: Self-care from a place of resistance can actually be depleting, whereas self-care from a place of love creates energy.

One-on-one [Coaching with Kim](#) will offer you the tools to develop the self-compassion required to keep your commitments to yourself and stop prioritizing yourself at the bottom of the To Do List.

SETTING AND ENFORCING BOUNDARIES

GOAL: Setting and enforcing boundaries requires developing your self-worth and assertiveness skills.

"The key to failure is trying to please everyone." ~ Ed Sheeran

The skills of assertiveness can help you create and develop clarity, confidence, calmness, connection, and compassion.

These skills include:

- Self-reflection
- Self-awareness
- Self-soothing
- Self-expression
- Self-expansion

Using the POWER strategy, one-on-one coaching can help you develop and experiment with these skills in a safe and supportive environment.

Check out [Coaching with Kim](#) to learn more.