

# my COPING skills

1.

Can you identify the source of your stress? For example: Are you having trouble managing your time? Do you need to prioritize differently? Do you need to strengthen your organization skills?

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2.

Identify tasks that are “must do’s” vs. “want to’s” and create a timeline of when tasks need to be completed.

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3.

Write down a daily and/or a weekly schedule to identify when tasks can be completed and to stay organized. (Make sure to give yourself enough time to complete each task as well as transition between each task.)

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4.

Evaluate what is on your schedule. Write down the activities that are most important and align with your long-term goals, and identify any unnecessary or insignificant activities or responsibilities you can eliminate.

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5.

List three people who you can talk to for help when you are stressed or overwhelmed.

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6.

Make sure to schedule in leisure time. Write down three activities you enjoy that you can do daily to relax (e.g., reading, yoga, doing a crossword puzzle, watching your favorite YouTuber).

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From the experts at



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**\*Remember:** The key is to find several options that work for you in various situations. Sometimes, you need to switch up and try different coping skills to find one that works best.