



Stress Prevention Toolkit | *Tip sheet*

How to Manage Your Time & Say No

Many of us today feel overworked. You may worry that there's not enough time in the day to get everything done. As an employee, you may have to spend more time and effort at your job because of extra demands. As a student, you may face demanding lessons, strict deadlines and extracurricular activities. The pressure to juggle all these responsibilities can feel overwhelming. Managing your time well and knowing when to say no is one of the most important things you can do to protect your mental health.

Make time in your schedule for the things that truly matter, like relaxing, spending time with friends or learning something new. Research shows that people who make time for meaningful connection, hobbies and downtime are happier, healthier and more focused (National Library of Medicine). Even still, you may feel the need to say yes to things out of guilt. Saying no may seem selfish, but it can be one of the smartest things you can do for your well-being.

Successful people tend to be great time managers. People with strong skills in this area are more productive, more satisfied and better at achieving their goals (University of Pennsylvania). When it comes to mental health, sometimes saying no can be life changing. We all remember when Simone Biles stepped back from the Olympics to protect her well-being. It wasn't easy, but it was an important reminder to the world that mental health matters more than medals.

The following tips can help you gain more control of your time.

Use digital tools like reminders, planners or scheduling apps to stay on track.

Block time for breaks and fun.

Prioritize what matters most and let go of things that tire you out.

Practice saying no in kind, respectful ways: "I'd love to, but I need to focus on something else right now."

Ask for help when things feel like too much. There's no shame in reaching out.

Your time is your most valuable resource, so protect it and spend it wisely. Don't be afraid to say no when you need a break.

Learn more about how to say no at resources.lucet.health/mind-matters-embracing-no-as-a-complete-sentence

Reviewed by Clinical Director, EAP (Certified Employee Assistance Professional)

#StressLess

If you or someone you know is struggling with mental health issue, help is out there. Contact the Mental Health America 24/7 Crisis Text Line (Text MHA to 741-741).