

# 5 Tips

## For Managing Stress in a Virtual Environment

# 5

### Remember to Sleep

Sleep is important! A good night of sleep will increase your focus while decreasing your stress level.

# 1

### Change Your Mindset

We all make mistakes. When something does not go as expected, give yourself grace and focus on improving instead of the negatives. You will enhance your skillset and become a more proficient worker.

# 4

### Give Yourself Permission to Say No

Remember, you can't do it all. It can be difficult to say no to people, but sometimes you must choose your priorities and your schedule. It is ok to be protective of your time.

# 2

### Divide and Conquer

Divide work into manageable pieces. Some projects may take longer to complete. Block your time into smaller sections to give your full attention and energy.

# 3

### Reward Yourself

Giving yourself rewards for completing tasks is a great way to stay motivated. Set milestones for yourself to reach and reward yourself with something fun!

