

# Time and Task Management at Work

Managing your time, tasks, and habits at work can make a big difference in how work feels and reducing the risk of burnout. This worksheet covers tips for breaks, boundaries, and WFH, then guides you through task prioritization and time blocking to help you stay in balance at work.

## Non-Negotiable Breaks

Whether you're guaranteed regular breaks every day or you manage your own schedule, make it a habit to **actually take breaks**. If at all possible, try to take them:

- Away from your workspace
- In fresh air
- In sunlight if you work inside, in shade if you work outside
- Away from screens

Breaks refresh our minds and help us check in with our bodies when we're probably used to ignoring them through the workday.



How often do you take breaks during a typical workday, including for a meal?

- 0 times  1 time  2 times  3 times  4+ times

## Hold Your Boundaries

**Boundaries** can be tough to hold, but they protect your time and energy. Check off any examples that might help in your work situation:

- Mute work notifications during non-work hours and practice responding only during work hours, even if it's uncomfortable. If this seems drastic, start by muting during some of your non-work hours, then most, then all.
- Talk about the work, not yourself. Try something like, "My *priorities* and *projects* are already set for the quarter, so unfortunately there is no room for additional projects," rather than, "I'd love to help, but I can't make time for that right now."
- Get your manager's help with prioritizing: "There is not enough time in my schedule to complete all three projects by the due date. Which would you like me to de-prioritize?"

## If You Work From Home

**Working from home** can be very convenient, but it can psychologically blur the lines between work and home. Separating the two is key! You might want to:

- Turn off and put your work-related devices away at the end of the day
- Create a work-only zone if you can: a room, corner, or desk for work that is physically separate from the rest of your life
- Take breaks focused on walking or stretching rather than looking at screens or sitting on the couch
- Dress in "work clothes" (whatever that means for you) to signal to your brain that it's time to work - and change clothes when the workday is over



\*This worksheet provides information but is not a substitute for therapy. It works best with guidance from a professional.





4

## Prep the Calendar

Write in your working days and hours in the first row and first column

5

## Add Scheduled Meetings and Breaks

Add your scheduled meetings to the calendar. Then be sure to schedule in breaks on each day so you prioritize them!

6

## Schedule in Time Blocks

Consider scheduling dedicated blocks of time for deep work with no interruptions and muted notifications. You can also block separate time for responding to messages, emails, etc.

7

## Schedule Your Eisenhower Tasks

Refer to the previous page of organized tasks. Here are recommendations for how to prioritize and schedule them:

- (A): complete as soon as possible
- (B): schedule for completion soon
- (C): quickly delegate these tasks
- (D): do not complete

If you can't control which tasks you're assigned or can't delegate them, consider scheduling a few brief time blocks per week to knock these tasks out quickly. But don't sacrifice your deep work time dedicated to (A) and (B) tasks.

	Day 1	Day 2	Day 3	Day 4	Day 5
Hour 1					
Hour 2					
Hour 3					
Hour 4					
Hour 5					
Hour 6					
Hour 7					
Hour 8					
Hour 9					
Hour 10					



Scan or [click here](#) to learn more about work burnout:

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# Additional Resources to Support Your Mental Health Journey

It can be hard to know where to begin looking for support in your mental health journey. Getting a referral from a primary care physician is a reliable first step. Also, sometimes family and friends have experienced similar issues and have professionals they would recommend. The experts at ChoosingTherapy.com are here to help as well, with resources we have reviewed and recommend. Our [strict editorial standards](#) ensure our reviews are fair, honest, thorough, and based on firsthand experience.

## You Can Trust ChoosingTherapy.com



**325+**  
Companies Reviewed



**3,625+**  
Hours of Firsthand Experience



**1,545+**  
Data Points Analyzed



### [Best Online Therapy for Depression](#)

Online therapy is a convenient way to connect with a licensed therapist to address mental health issues, reduce unhealthy behaviors, develop effective coping skills, and get more satisfaction out of life. Many companies accept insurance and most have next-day appointments available.

### [Best Online Psychiatry](#)

Online psychiatry providers enable patients to consult with licensed psychiatrists and other mental health professionals. They can evaluate, diagnose, and prescribe medication to help manage mental health issues. Many companies accept insurance and most have next-day appointments available.



### [Best Mental Health Apps](#)

Apps can be great way to monitor mood, track sleep, journal, and practice healthy coping skills like mindfulness and meditation. There are apps specifically designed to help people reduce the symptoms of depression, anxiety, ADHD, chronic stress, and burnout.

### [Therapist Directory](#)

When you're looking for a mental health provider with a very particular skill set, level of experience, or personality type, a therapist directory can be very helpful. Using the filters, you can refine your search until you find a therapist who feels like a perfect fit.





# Tools for Self-Assessment and Psychoeducation

Figuring out the next step in your mental health journey can be overwhelming. Developed by psychologists, the tools at [ChoosingTherapy.com](https://www.ChoosingTherapy.com) can help. Our mental health self-assessment quizzes can help you explore common symptoms of mental health concerns, as well as find the best therapy style for you. Our mental health worksheets can guide you through therapy concepts and how to use them in your life.

## [Learn More with Mental Health Quizzes](#)

Our collection of psychologist-developed mental health quizzes can help you learn if you are experiencing mild, moderate, or concerning levels of anxiety, depression, stress, burnout, and more. Each quiz also provides targeted resources based on your answers. These self-assessments are designed to offer insight, not diagnoses, and can be a helpful first step in recognizing symptoms and deciding whether to seek further support. If you have concerns about your mental health or your quiz results, we recommend you reach out to a licensed mental health professional.



## [Free Mental Health Worksheets](#)

Search our collection of therapy worksheets by mental health topic, therapy modality, or demographic group. Our free, psychologist-developed worksheets make therapy exercises understandable and relevant to daily life. Find worksheets for help with ADHD, anxiety, depression, relationship difficulties, and other common mental health challenges.