

Schedule and Write:

an Antidote for Stress



“Schedule and write” is a time management technique that is particularly useful when you become preoccupied with intrusive thoughts about a personal or work issue that is not an immediate priority. This pre-occupation may be a signal that you need a break from the task and should go back to it or examine it at a more appropriate time or when your schedule permits. If you are experiencing problems sleeping because of recurring thoughts you may want to use this technique to help you relax and sleep.

Follow these directions to learn how to schedule and write:

Step 1

- Schedule 15 to 30 minutes during the day or the next day to revisit the task.
- Pick any convenient time and note it in your calendar, agenda, or electronic planner.
- Set aside a particular time for thinking through the task so that you are not leaving it up to chance to go back to it; instead you have a scheduled time to address the issue.

Step 2

- If you find yourself ruminating tell yourself, “Stop – I’ll think about it at the scheduled time.”
- This step works for many people because it interrupts the intrusive thought and gives you a specific time to think it through more effectively.