1. **Relax your standards.** The world will not end if the grass doesn’t get mowed this weekend.

2. **Say “NO!” to extra projects, social activities, and invitations you know you don’t have the time or energy.** This takes practice, self-respect, and a belief that everyone, everyday, needs quiet time to relax and be alone.

3. **Unplug the phone.** Want to take a long bath, meditate, sleep or read without interruption? Drum up the courage to temporarily “disconnect.” (The possibility of there being a terrible emergency in the next hour or so is almost nil, and you can set the oven timer to remind yourself to plug back in.)

4. **When the stress of having to get a job done gets in the way of getting the job done, diversion—a voluntary change in activity and/or environment—may be just what you need.**

5. **Use your weekend time for a change of pace.** If your workweek is slow and patterned, make sure there is action and time for spontaneity built into your weekends. If your workweek is fast and full of people and deadlines, seek peace and solitude during your days off.

6. **Allow yourself time—every day—for privacy, quiet, and introspection.**

7. **Get physical,** either in the form of an active everyday activity or as structured exercise. Walk the dog, go dancing, or do whatever works best for you.

8. **Get out and stretch periodically during long drives.**

9. **Schedule a realistic day.** Avoid the tendency to over-schedule your day.

10. **Do your best to be aware of destructive self-talk:** “I’m too old to…” “I’m too fat to…” Try to substitute something more positive.