

2 ACTUALLY PENCIL IN FREE TIME

► Few things are scarier than a maxed-out schedule, but fear not: “Seeing all your events—even an hour of reading or a puppy playdate—can reduce stress, because it gives equal weight to enjoyable activities,” Struczewski says. “You’ll be less likely to blow off the stuff that chills you out.” You also train your mind not to freak at the sight of a swamped day, since your M–F schedules all look more or less the same. Still overwhelmed by the action? Try color-coding. Use soft shades for flexible pursuits, bold ones for must-happens.

3 PLAY SECRETARY FOR SOMEONE ELSE

► As overachievers, we tend to have higher expectations for ourselves than for others. So when creating your weekly schedule, pretend you’re doing it for your boss or mom. Would you feel guilty asking so much of her, or be surprised if she’s overwhelmed? “Not only does this exercise help you be more realistic about what you’re asking of yourself, but it can also take the personal attachments out of your responsibilities—like your anxiety about having to give a presentation,” says Miller. When we’re less emotional, we make better decisions and perform at a higher level.

4 THINK OF WEEKENDS AS “WEEKSTARTS”

► We heart our two-day breaks from the office as much as the next girl, but using them purely for having fun or catching up on sleep only makes Monday seem that much worse. “If you spend just 20 minutes on Saturday or Sunday creating a to-do list for the week, or at least for Monday, you’ll feel more in control, which is key to starting off strong and getting more done,” Miller explains. You essentially set yourself up to think of weekends as a chance to regroup and recharge—a subtle mental shift that can help you feel less depleted.

5 STOP FUTURE-TENSE WHINING

► We’re all guilty of venting after a rough week. And in small doses (think 10 minutes, not two hours), it’s fine, experts say. But something to rid yourself of completely? Pre-complaining. “When you say, ‘Ugh, this week is going to suck,’ you create a self-fulfilling prophecy,” Struczewski says. “You’re alerting your brain to react to negative situations”—say, extra traffic on your commute—“which raises your stress level.” A better thought: *I can’t wait to see what challenges I overcome this week.* You’ll build confidence, not dread, and help quiet those inevitable Sunday scaries.