



Wellbeing tip

## How to scale down your to-do list

Do you ever feel like no matter how hard you try to whittle down your to-do list, it just keeps getting bigger? As soon as you cross one item off your list, two more appear in its place. Most of us feel overwhelmed from time to time, but if your to-do list regularly triggers anxiety, it might be time to make some adjustments.

Luckily, there are many ways to scale down your to-do list:

- **Prioritize what's important.** This seems simple, but it will really make you think! Organize your projects and dedicate your attention to where it is needed most. You're only human, so focus on one thing at a time.
- **Group tasks.** Pair similar tasks together to be more efficient and reduce time spent shifting back and forth between responsibilities.
- **Bite-size it.** Break bigger tasks down into smaller ones to make them more manageable. If some of the items on your to-do list feel daunting, it may be helpful to deconstruct them into smaller chunks.
- **Eliminate what you can.** Look at your to-do list and see if any items can be eliminated altogether. To determine this, ask yourself the following question:  
 If not, it might be best to eliminate it or save it for another time.
- **Delegate.** If a task is not a good match for your skillset, pass it to someone who is better suited to the role. Offer to help them with something so it isn't a one-sided handoff.

A few simple adjustments may free up some time and allow you to do more of the things that bring you joy.



Portal tip

## Sync devices to save time tracking healthy behaviors

Did you know you can easily track healthy behaviors on your wellbeing platform?

- From the dashboard, select **Tracker** across the top navigation bar to input your daily nutrition, activity minutes, step count, sleep hours, water intake (in ounces), and weight.
- Storing your health history in one convenient location makes it easy to track your progress, helping you to set goals and stay motivated.

Don't want to enter the information manually? You can also sync your favorite apps or devices to track your behavior seamlessly:

1. Select the **Sync Device** sidebar on the right side of your portal dashboard. You can also access this page by selecting your name in the top right corner, followed by **Account Settings**, and then select **Connected Devices**.
2. Find your fitness app or device from the list provided and select the **Connect** button.
3. Follow the onscreen instructions to connect your device to the wellbeing program. You will be prompted to log in to your device account (use your login credentials for the device, not the wellbeing platform).
4. After logging in, you will be asked to authorize Navigate Wellbeing Solutions to access your data; select **Authorize**.
5. You will return to the **Device Settings** tab; your sync time and an option to disconnect will be listed below your newly synced app/device.

**Important:** The platform automatically pulls data from your app or device website, NOT directly from your device. Make sure your data is set up to sync with the app or device website frequently.