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Wellness Wednesday



Managing Your Workload

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This week's Wellness Wednesday will provide you with tips to manage that heavy workload!

Hustle and Bustle

We often get wrapped up in the multiple roles we all play. You may find yourself as an employee, counselor, mom, dad, sports coach, chef and more.

This can all be overwhelming and add to daily stress.

Head to the next slide to begin learning tips to manage your workload!

How many different hats do you wear?

Tip 1

Establish a system that works!

Organization is vital. You will need to find a system that also meets job expectations. This system should guide your efforts in completing tasks. It should also assist with prioritizing time-sensitive tasks.

Tip 2

Use lists to stay focused!

If you are not used to making lists, this may feel unnecessary to you. Lists can create amazing guides to keep you on task and help you remember important details. Use lists to help minimize the stresses of a huge project.

Tip 3

Make it logical!

At the end of your workday, make sure to leave off at a point that makes sense. Wrap up any loose ends and know what your workday will look like the next day. This will keep you moving forward and give you a map to follow.

Tip 4

Stick to a Schedule!

Once you have a time frame to work towards, you have to stick to it! Try not to change your schedule just because this can lead to procrastination.

Hold yourself accountable!

Tip 5

Say No!

It is way too easy as an employee to say yes. This can cause unnecessary stress by taking on more work than you can handle. Know your limits and stick to them.

Tip 6

Restrict Correspondence!

It is easy to sabotage your workday by emailing all day. As part of your routine, set a schedule to handle correspondence. Make sure the schedule includes enough time to check your emails and respond effectively.

Tip 7

Focus!

Focus on one task at a time. Multitasking is not necessary and no person can devote equal energy to multiple tasks. You will make better progress completing one thing at a time.

Tip 8

Slow Down!

Slow your pace. Slowing your work pace can actually improve your performance. You will be able to manage your focus and be more accurate in your work duties.

Tip 9

Give Yourself Time Off!

Do not fill every hour with work. If you are filling up your schedule with meetings, appointments, or other things, you are disrupting your quality of life.

Tip 10

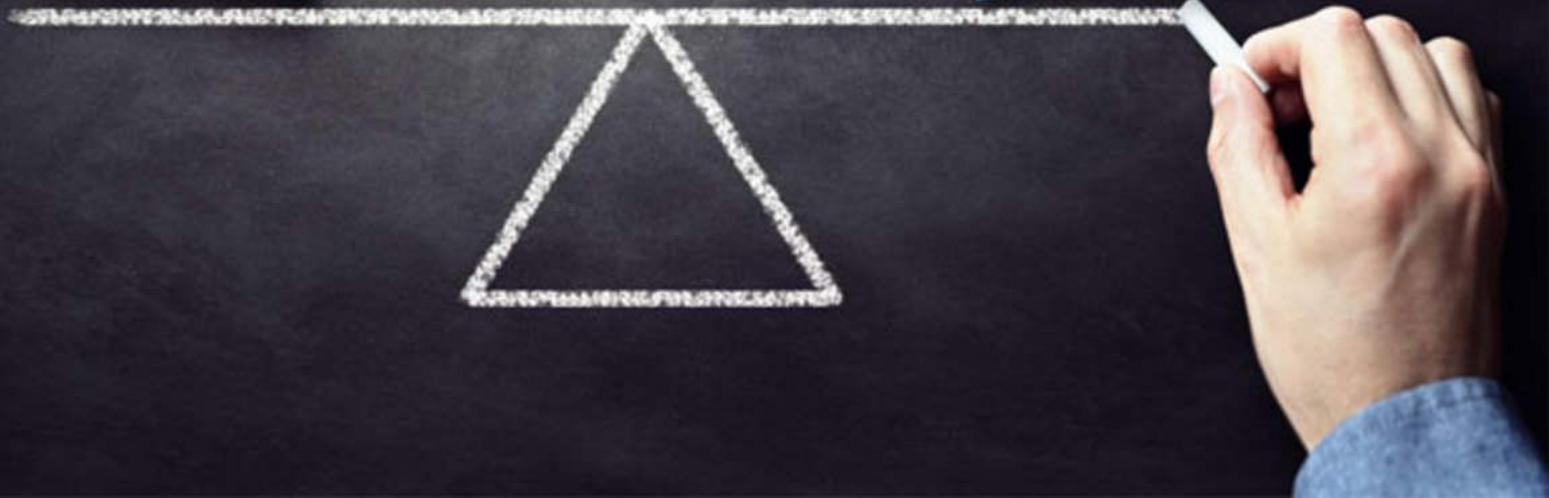
Ask for Help!

It is okay to ask for support. It is better to seek support than be underperforming due to work stress.

WORK

BALANCE

LIFE





Topic Suggestions & Feedback

Are there topics you
would like to see
discussed?
We would
LOVE
To hear from you.



Click the Suggestion Box to submit your response.



Resources



- [Crisis Text Line | Text HOME To 741741 free, 24/7 Crisis Counseling](#)
- [National Suicide Prevention Lifeline](#)
- [Intensive Outpatient Trauma Therapy \(IOP\) | enCOURAGE Trauma Center | Houston](#)
- [Take a Mental Health Test - MHA Screening](#)
- [Employee Benefits / Employee Assistance Program](#)

- [Mental Health / Mental Health](#)

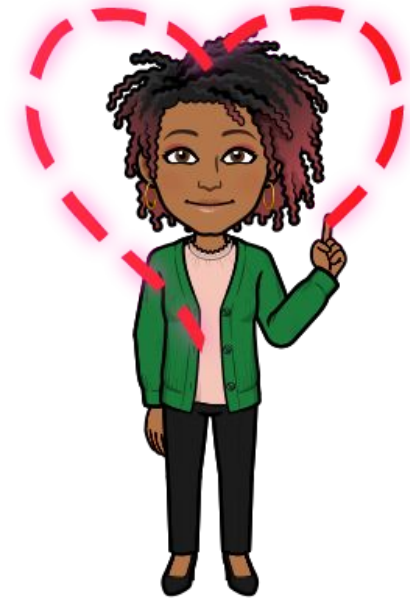


Chat with a *PRO*



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