

11 Simple Ways to Manage Stress

You may not be able to control your workload, but you can control your actions and attitude. Here are a few suggestions to help you keep your work in perspective.

1. If your To Do list never ends, it's hard to feel productive. Keep a Done list, not just a To Do list, so that you see that you are making progress!
2. If your work seems never ending, it's tough to find the will to go on. Write down your goals and celebrate when you achieve them.
3. Make sure your space is physically comfortable and well lit. There's no need to add physical stress to mental stress!
4. If you can't fix it or influence it, accept it and remind yourself (as often as necessary) to let it go and focus on what you can fix or influence.
5. If you're sleep deprived and making poor decisions, you'll wind up with more work later. Choose to take care of yourself: eat, exercise or sleep. One small improvement in any of these areas is better than none!
6. If you're just showing up to work, remember why your work is important. Write down your vision / passion and reference it every day.
7. If your work is repetitive, make a game of it if possible. For example, for every wizbang completed, give yourself a point and compare your scores day to day.
8. If you're working on a long project, track your progress toward your goal. Try keeping a visible representation of your completed work.
9. If you spend too much time dealing with problems that crop up, take time to identify and address potential obstacles. Set aside time to think on a weekly basis.
10. If your concentration is broken by interruptions such as email, plan time where you focus solely on your projects. Schedule this time in your calendar and stick to it.
11. If you feel like you're being stretched over too many projects, make a distinction between projects being actively worked and those that can be postponed. Remove the postponed projects from your To Do list to lighten your load.

Having great information doesn't help unless you use it!
Which of these do you commit to implementing within the next 24 hours?

Remember, you may not be able to control your workload, but you can control your actions and attitude!

To explore these topics further, hire a coach!

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