Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

Workload survival tips



Whether you're returning from vacation or a team member has left your team, knowing how to handle an increased workload can help make you less stressed and happier in the workplace. Check out these workload survival strategies and try putting a few into action today:

Try some teamwork. Need hands-on help? Ask a colleague for assistance, delegate some work to others, or ask your supervisor to re-evaluate your tasks. Remember to thank the people who make an effort to help you.

Learn how to manage stress. If you never seem to catch up on your work, try organizing your time differently – breaking tasks into smaller chunks, or doing the hardest parts first. Establish boundaries and build in time for yourself and your family to cope with stress.

Break up the day. Sitting in a cubicle can drain the energy out of your body. Get outdoors once or twice each day – eat in a park, or take a stroll with a co-worker to clear your head.

Figure out how long you really need to be at work, and stick to that schedule. Resist the urge to stretch out your workday – either by remaining at your desk, or bringing extra work home with you.

Take a moment to appreciate the great things your job offers. Your boss is flexible and supportive, there is plenty of parking in front of the office, and the cafeteria serves up healthy, inexpensive menu items you enjoy eating. Being mindful about positive things can improve your productivity and your mood.

Let go of today's whirlwind and focus on your future. Sketch a diagram of where you would like to be in five years. Aim for specific, measurable goals – a lateral move, a management position – and list the steps you need to take to get there.

Cultivate a positive outlook towards work. List the new skills you have mastered, friends you have made, and goals you have accomplished.

Unplug. Sure, some jobs oblige you to stay connected. However, often we simply become accustomed to checking email and voice messages long after quitting time. Limit tech time when you are with your family to help everyone re-connect.

Get up and out. With chronic disease and lifestyle-related health issues increasing worldwide, make your well-being a top priority. Find a fun physical activity and commit to participating three times a week. Physical activity improves mental health and your immune system, and reduces stress.

Take on another job… volunteering! Many companies partner with community groups or charitable organizations. Giving back – either on your own or as a family – is a great way to meet new people while supporting a cause you believe in.

Reach out. If you are having difficulty at work or at home, consult a professional to help you prioritize, manage your time, and find practical solutions.

Make conscious choices that keep you physically and mentally healthy so you can achieve your best work performance while also meeting the needs of your family. Small changes can greatly impact your overall well-being.

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