

Simplify Your Life at Work

Consider the following tips from MOSAIC Counsellors to help simplify your life and reduce stress at work. Keep these ideas in mind as you begin your next workday.

- Say "no." You can't accomplish 60 hours of work in 35 hours. If you don't have time, accept your limitations and say 'no' when you can't do the job to your standards. When it's your boss who asks, respond positively, saying *this is what I can accomplish in this time period, however, if this is a priority, then I won't be able to accomplish these other two things.*



- Start the morning with an empty workspace. Just the appearance of clarity will help you feel less cluttered. Of course starting the day with a clean desk means ending the day with a clean desk. End your day fifteen minutes before you actually plan on going out the door. Take that time to clean off your desk and prepare for the next day.
- Prioritize and make lists. Simply creating a list makes things seem more manageable than having it all swirling around inside your head. It also feels good to stroke items off your list and saves time and energy on rethinking.
- Block off time for major projects. Often the little interruptions in your day prevent you from getting the big jobs done. By shutting your door and accomplishing your tasks, you can keep those little interruptions at bay.
- Have a clear structure for meetings. Meetings must be purposeful, have an agenda and a time line. Specify the amount of time you plan to spend on each agenda item. If you can't resolve the issue in the 15 minutes specified – look at readdressing this issue at a future meeting or drop another, less important item.
- Delegate. If the money is available, hire outside contractors and specialists.
- Don't handle paper more than once. Think "Do, File, Dump."
- Take time to say hello to people, smile and ask about them. Don't get so overwhelmed with work that you don't make time for the social pleasures of work. Celebrate together – it will ease the stress and make work life more enjoyable.

