

4 WAYS TO OVERCOME OVERLOAD

1

Cut down on multitasking and racing to get things done.

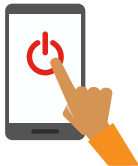
Research shows that multitasking actually erodes productivity, increases errors, and can increase feelings of overload. Try to focus on one thing at a time.



2

Limit the number of times a day you check email.

For most jobs, unless you're expecting an urgent message, checking your email just three times a day—in the morning, after lunch, and before you leave for the day—is sufficient.



3

Reduce stress with relaxation techniques.

Stress increases your heart rate, breathing rate, and blood pressure. Relaxation techniques do the opposite. Practicing relaxation techniques—even for just a few minutes a day—can reduce stress all day long.



4

Take vacations.

Getting away provides a way to relax and unwind. It also gives you psychological distance from your workplace. This can help you recharge your batteries and return to your job with a new outlook.



LifeWorks

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These tips were adapted from the LifeWorks booklet *10 Ways to Overcome Overload*.

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