

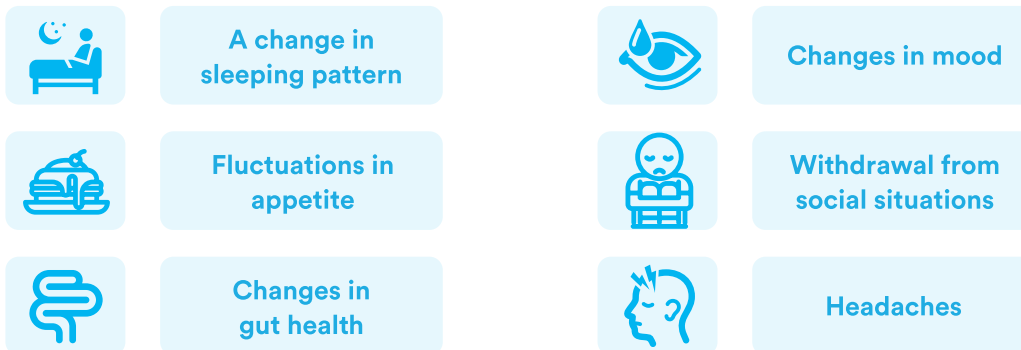
Managing Stress and a Heavy Workload

What is stress?

A state of mental or emotional strain or tension resulting from adverse or demanding circumstances.

How do I know if I'm stressed?

Stress can affect the body in many ways. If you're stressed you might be experiencing:



How to ask for help with a heavy workload

- **Acceptance.** You will need to accept that you cannot do it all. It will be hard to reach out for support if you cannot accept that there are limits to your time and capabilities.
- **Prepare.** It can often help to prepare for a conversation on delegation before entering it. Map out the items that you know you can easily delegate, and the tasks which you know a skilled colleague could assist you with. Organising your workload in this way will hopefully help you feel more in control.
- **Acknowledge.** Take time to work out what elements of your workload you are finding particularly challenging. Is there an opportunity to discuss these with a manager? Or could you upskill to manage these tasks better in the future?

Other ways you can help manage your workload

- **Minimise distractions.** Quite often we are bombarded with notifications and emails which can make ticking off a to-do list difficult, minimising these will help you focus on the tasks at hand.
- **Prioritise your tasks.** You know that big thing you keep avoiding... do that one first! Once tasks are written down and prioritised, it will be easier to make your way through them.
- **Set deadlines.** Sometimes we are able to work more efficiently when we set parameters around the time we allow ourselves to complete each task. This will reduce procrastination, help with prioritisation and ensure you meet your goals.