

Stress Less this Fall!

5 Tips to Help Avoid Burnout

Optimize Time Pockets

Time pockets are unplanned, short periods of unfilled time in a busy day that are opportunities for you to be productive. Take advantage of time pockets with a list of to-dos at the ready. Items that are important but not urgent are ideal—planning a meal, paying a bill, etc. Keep a list of completed tasks, and watch your productivity soar.

Develop Healthy Responses

Instead of attempting to fight stress with unhealthy habits do your best to make healthy choices when you feel the tension rise. Exercise is a great stress-buster. Make time for hobbies and favorite activities. Whether it's reading a novel, going to concerts or playing games with your family, make sure to set aside time for the things that bring you joy.

Overcome Procrastination

Start the day by completing an important task that you would normally procrastinate about doing. It is a success secret used by many productivity pros to reduce burnout and accomplish more. The technique allows you to escape the gnawing sensation of what you know you eventually must do and it could make the rest of the day feel like a breeze.

Make Time for Sleep

Getting enough good-quality sleep is important for effective stress management. When you are tired, you are less patient and more easily agitated. Build healthy sleep habits by limiting your caffeine intake late in the day and minimizing stimulating activities, such as computer and television use at night.

Take Time to Recharge

To avoid the negative effects of chronic stress and burnout, we need time to “switch off” from work. This recovery process requires periods of time when you are neither engaging in work-related activities, nor thinking about work. When possible, take time off to relax and unwind, so you come back to work feeling ready to perform at your best.



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