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Taming the Overwhelm Dragon

What are the keys to balancing and managing responsibilities while maintaining your energy and enthusiasm?

3 Key Questions to Reduce Overwhelm

What are my top three priorities this week?

How can I reduce unnecessary interruptions?

When are my scheduled times to recharge and replenish my energy?

Overwhelm or Burnout?

Common symptoms, differences and action needed:

If this sounds like you, you are likely **overwhelmed**

- Over-engaged
- Over-reactive, worried
- Striving to juggle priorities
- A sense of urgency

If this sounds like you, you could be **burning out**

- Disengaged
- Detached, numb
- No hope of achieving goals
- Giving up, no longer trying

It's important to recognize the signs, and take burnout seriously - in ourselves and others - and to learn about self-care strategies and healthy workplace practices that can help prevent burnout.

To manage overwhelm, often the best course is to learn how to better manage time and priorities. Ask yourself the three questions in the sidebar.

FACTS ABOUT TIME

- 10-12 minutes planning your day will save you 2 hours
- Time spent daily looking for things when your workspace is messy: 1.5 hours
- Multitasking doesn't save time - it reduces efficiency by 40%

INTERRUPTIONS

- We are interrupted every 8 minutes at work, on average
- That's 50-60 times per work day
- It can take 25 minutes to refocus after an interruption

REFRESH YOUR FOCUS

- Take a walk outside
- Drink a glass of water
- Have a healthy snack
- Make time for fun
- Meditate
- Disconnect from media



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