The Facts

• 1/3 of employees in Canada feel overworked or stressed by too many hours and too many demands at work.
• Women feel more overworked than men.
• Younger workers feel less stressed and overworked than more mature workers.
• Managers and professionals feel more overworked than others.
• When employees feel overworked, it’s detrimental for everyone – workers, employer, and family.

“Main Sources of Stress Among Workers”, General Social Survey, Statistics Canada 2011
The “Culprits”

- Technology
- Globalization
- Competition
- Need for speed
- Knowledge / Collaborative economy
- Complexity of jobs
- Work / life blur
- Our habits

You will be able to...

- Self-assess
- Recognize areas of control
- Learn ways to optimize control and manage your life more effectively
- Apply specific strategies to overcome overload

The “magic” is your commitment to a plan and new habits!
Quiz – True / False

1. I feel overwhelmed most of the day, nearly every day.
2. I can’t seem to find time to reflect on my work and life and do strategic planning.
3. I spend much of my time multi-tasking.
4. I spend a good portion of my time outside of work on work-related matters.
5. I’ve cut down on my vacation time because of work demands.

Quiz – True / False

6. People tell me that I appear tired and frazzled.
7. I worry that I will get sick from being on overload.
8. I can’t seem to find any time for myself.
9. I feel guilty when I say “no” to requests.
10. It’s fair to say that my life and personal environment are generally disorganized.
10 Strategies for Overload Protection

1. Take control.
2. Recognize and manage your stress.
3. Prioritize.
4. Set limits.
5. Get organized.
6. Make time for yourself.
7. Connect with friends and family.
8. Manage information overload.
9. Be healthy.
10. Practice being resilient.

Use your “circuit breakers”!

#1 – Take Control

You have the power to control your:
Thoughts
Feelings
Behaviours

• Change your reaction.
• Let go.
• Take small, positive steps.
• Stop trying to “do it all.”

What have you learned to let go of?
#2 – Recognize and Manage Stress

- Identify root causes, and problem solve.
- Keep things in perspective.
- Get physically active.
- Give yourself rest.
- Minimize multi-tasking.
- Eat healthy low-fat, high-energy food.
- Keep hydrated.

What is your “default” tip for managing your stress?

#3 - Prioritize

- Make lists.
- Assess consequences:
  - What makes me believe that this must be done today?
  - What might happen if I put this off until another day?
  - What might happen if I eliminate the task?
  - Is there someone else who could do it?
- Look at benefits of doing certain tasks immediately.
- Do tasks that will have greatest payoff.
#4 – Set Limits, and Set Boundaries

- Reduce low-value interactions.
- Review schedule before saying “yes” to a request.
- Be firm, direct, and brief when saying “no.”
- Offer “trade-off.”

#5 – Get Organized

- Have systems, routines, and locations.
- Sort papers/emails upon getting them.
- Use folder to organize both work and home files.
- Cut out articles, and put in files.
- De-clutter and purge.
- Create home filing system.

What one aspect of your life is disorganized, and what system or routine can help you get it in better order?
#6 – Make Time for Yourself

- Think about what makes you feel good.
- Choose activity you love, and make it a priority.
- Find unstructured time to relax.
- Let people know importance of alone time.
- Take day from work to do something you enjoy – no errands or chores.
- Have part of weekend without errands and chores.

How do you make sure that you have time for yourself?

#7 – Connect with Friends & Family

- Have a life outside of work.
- Take vacation days.
- Schedule family time with no TV, phone, computer, or other distractions.
- Schedule couple time.
- Maintain friendships.
- Find activities and interests to share with friends.

How do you initiate and sustain friendships?
#8 – Manage Information Overload

• Minimize distractions.
• Stick to priorities.
• Reduce amount of incoming information.
• Have set times to view and respond to email.
• Clean out old emails once a week.
• Have time away from technology every day.

#9 – Be Healthy

• Rely on the time-honored basics:
  — Be physically active.
  — Get enough sleep.
  — Eat nutritious food.
• Think positively.
• Seek professional help, if needed.

What is your top health strategy?
#10 – Practice Being Resilient

• Accept inevitability of change: the future will not be what the past was.
• Maintain sense of perspective.
• Count your blessings
• Use humor.
• Ask yourself: “What advice would I give my friend or co-worker to help him/her stay resilient?”

What helps you bounce back during challenging times?

Resources Available Through LifeWorks

**Life Articles**
• Coping with Stress in the Workplace
• Managing Stress
• Strategies for Saying No: Avoiding Overload
• Taking Care of Yourself
• Overload at Work

**CDs / Booklets**
• Handling Stress with Humor (CD)
• Breathe (CD)
• Achieving Balance (CD)
• Bouncing Back (Booklet)
• 10 Ways to Overcome Overload (Booklet)
How to Access LifeWorks

Toll-free: 1.877.207.8833 (English)
TTY/TDD: 1.877.371.9978

On-line: www.lifeworks.com
User ID: HHSC
Password: MSSI