

Overwhelmed at work?

How to handle it

No matter what your job, you're bound to feel overwhelmed sometimes. Whether you have new responsibilities, are worried about a certain project, or just have too much on your plate, it's normal to feel the pressure occasionally. Though you may not be able to change what's causing these feelings, you can find ways to deal with these situations in a healthy way.



Jot it down.

If your mind is swimming with a list of to-dos, put it on paper. Sometimes seeing the list can help you come up with a plan to get it done. You can figure out what needs to be done first, and then you have a starting point.

Take a break from work when you're off-duty.

If your life revolves around the buzzing of your phone with emails and work demands, try to take some time each day to turn it off. You may find you feel more relaxed and ready to focus when you return to work.

Start with just one step.

If a huge project feels too difficult to start, then just think about the first thing you need to do. It can be something minor, such as sending an email or writing down a task list. Every big project begins with one step. Consider what needs to be done right now, and do that first. Once you get started, it may be easier to keep going.

Talk to your supervisor.

If possible, bring up your main concerns to your boss. Be specific about your problem, and focus on what you can do to help solve it. For instance, if you have too many tasks, tell them what you are able to do in the time you have, and suggest alternate ways to get the rest done. Perhaps you can ask for more time to get a project done. Or, see if you can delegate the task to a co-worker.

An organized desk gives you control

If you're feeling buried at work, look in front of you. A messy desk can create more stress and anxiety. Clean up your space by:

- Going through papers as you get them, rather than letting them pile up
- Creating a "pending" or "in progress" folder for things you need to do
- Clean up your space before you leave each day
- Put things back as soon as you're done using them

A tidy desk can brighten your outlook and boost your productivity.

Source: American Psychological Association