



Busy Bee

You are buried in work; you have more on your plate than you can possibly handle. There are new tasks coming in before you've finished the old ones. You are stressed out, physically drained and there is no relief in sight. Now what?

First things first, are there others in your organization doing the exact same job? If so, and they are managing the same amount of work without stressing out, the problem may be that you are in the wrong job. But if you are the only one doing this job, or alternately, if everyone doing this job is having the same problems, you have several strategies available.

Do NOT allow yourself to be abused. Take your lunch, take your breaks, and indeed take all of them! A stressed out employee does a poor job, so working through your personal time is a recipe for poor performance and things will get even worse from here.