

TOP 5 WAYS TO

Reduce Stress & Get More Done at Work



MAKE A PHONE CALL

Utility staff often overlook the value of working with other internal departments to meet communication and outreach goals. From Utility Billing, to Parks and Rec to Public Works, nearly every department needs to communicate with the very same customers. This opens up a door for you to stretch your funds and get a few of your goals met with much less effort than doing it alone.

LEAVE YOUR DESK

Even if just for a stroll around your office building, getting out of your seat every 1 to 2 hours can make a big difference in your productivity. Allowing your mind a short rest from the computer screen and your blood an opportunity to more easily flow through your body, is essential to reducing stress.



SCHEDULE A “ME”ETING

Emails, pop-ins, phone calls and text messages may seem like a small distractions individually, but collectively they wreak havoc on your daily productivity, only adding to the stress you feel. So schedule a meeting with yourself! Here are a few tips to ensure a successful “ME”eting

- Respect the meeting time and take it seriously; if you do, your co-workers will, too.
- Turn off all notifications on your email and cell phone.
- Put up a “Please Come Back Later” sign on your door (or use caution tape across your cubicle opening) to notify co-workers that you are busy at the moment.

RE-EVALUATE YOUR TO-DO LIST

Separate all the tasks into 3 sections: (1) Must Do Now, (2) Should Do Soon and (3) Would Like to Do Later. As you evaluate your list (daily, weekly or monthly), your mind will be freed from thinking about EVERYTHING on the list and instead be focusing on only those tasks with higher priority first.



SHORTEN YOUR TO-DO LIST

Now that your to-do list is organized, ask yourself which tasks would you like to see go away? By hiring a consultant who knows your business like you do (and yes, they do exist!), you can hand off a few of those tasks that you simply can't find the time for or don't know where to start, thus reducing the stress of a seemingly endless to-do list. You might be surprised by the types of tasks the right consultant can help you complete!

WHICH TASKS WOULD YOU LIKE TO SEE LEAVE YOUR TO-DO LIST?

- | | |
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| <input type="checkbox"/> Create outreach materials | <input type="checkbox"/> Develop a schools program |
| <input type="checkbox"/> Develop outreach programs or social marketing campaigns | <input type="checkbox"/> Prepare social media content |
| <input type="checkbox"/> Prepare outreach event booth materials | <input type="checkbox"/> Prepare presentations |
| | <input type="checkbox"/> Prepare annual reports |



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