

Simplifying Your Work



If you are working longer hours than what you are being paid for, it is time to reassess why.

- Cut back on the amount of time spent working. See if you can work less hours than now.
- Readjust your spending habits to cope with the decrease in pay, increase in time for yourself.
- Leave your work at work. Quit taking it home every day. If it didn't get done at work, it is time to reassess your working habits.
- Stop working weekends. Even if you love your work, dragging work into your weekends starts unbalancing the proportion in your life. Block off every weekend for the next six months.
- Simplify work tasks. Our work day is made up of an endless list of work tasks. If you simply try to knock off all the tasks on your to-do list, you'll never get everything done, and worse yet, you'll never get the important stuff done. Focus on the essential tasks and eliminate the rest.
- Take break times. Whatever your job, breaks are an essential part of rejuvenating your life. Life becomes much more complicated when you stop seeing things afresh.
- Clear your desk. If you have a cluttered desk, it can be distracting, disorganized, and stressful. Clean it off regularly at the end of each week.