

Eliminate These 10 Daily Activities to Reduce Stress and Burnout

A major source of burnout is dealing with the endless tasks that consume your every waking minute. Study the best decision makers around you and you'll discover they don't suffer from this malady. Why? Because they are disciplined about eliminating unnecessary activities from their days. Here are 10 of the ones they target. Don't believe me? Watch them.

Playing games on your phone. I know, you might look at it as a release during a pressure-filled day. But as with most digital technology, it is programmed to be addictive. Five minutes becomes 10. Ten becomes 20 and so on.

Attending unnecessary meetings. For many, meetings have become a colossal waste of time, especially those poorly run. Check out this [infographic](#) on five ways to eliminate these time wasters or at least reduce the commitment.

Checking social media. Yes, you've heard this endlessly. But search on these platforms for the best decision-makers you know and you'll discover they have barely a presence. They're focused on more critical outcomes or just taking time to recharge.

Posting to social media. As above, the best decision-makers rarely post on these platforms and hardly ever respond to someone else's. The exception to this is if they need a social presence for a business purpose. Then, in many cases, someone else is doing it for them.

Responding immediately when you're focused elsewhere. The best decision-makers know that it is rare that some email or text is so critical that it can't wait. So, they respond when it works best for them. Don't believe me. Study their patterns as you interact with them.

Re-typing the same kinds of messages over and over. Create a set of macros with the 20 or so responses you end up typing all the time. Then have a list of them next to your keyboard with the code for each. Even if you have to customize the macro each time, it still eliminates boilerplate keyboarding.

Lingering after meetings. It's not that they're being unfriendly. Top decision-makers are just more conscious of their time. They also know that 3 minutes of undivided attention with a colleague has more impact than 20 of small talk. In other words, they're more strategic.

Allowing "got a minute" questions to drag on. Consider the number of times per week you spend several minutes trying to figure out the real question in a "got-a-minute" request. If you supervise others, set an expectation that they come to you with concise queries.

Working without breaking. Top thinkers don't work as hard as everyone else. They leave time in their days for reflection. They instinctively know when to break for a few minutes in the middle of a meeting or focused project. They don't check email during these breaks. They take a walk, read something distracting or just let their mind wander.

Saying "Yes" instead of "Perhaps." Saying "yes" without thinking can be a major drain on anyone's day. When someone asks if you will help them, begin with "Perhaps." Then ask them to explain what's involved. This detail will provide you with more options to say "yes," limit your part, or excuse yourself because you are otherwise committed.

Know of someone suffering from workplace burnout?
Check out our online self-paced course, Beating Burnout. [CLICK HERE FOR MORE.](#)