

Healthy Productivity

As the demand of social media to be #ThatGirl, and #ThatGuy, grows, it puts a lot of stress on us to stay in productivity mode 24/7. We work more jobs, take on more responsibility, and feel a need to pack every minute we have with tasks and routines. This becomes what we call toxic productivity, or the drive to be productive at all times, at the expense of all other pursuits. Think of this as the new modern version of a workaholic.



Staying in multitasking mania, and constantly be seen as busy, only masks our stress and anxiety levels. Trying to maintain the perfect version of the “It person” with a jam packed schedule from sun up to sun down will eventually lead to burnout. Here are 4 tips for Healthy Productivity that can be used in all areas of life, from work, home, and school.

1) **Stop multitasking and make a TO-DO list**

Start making a TO-DO list of what you need to accomplish for the day. Start with the top three things that you must have done by the end of the day. Focus on one task at a time. Not only will you be able to get through your list on time, but you will also complete these tasks to a higher standard. By checking off the items, you will gain a sense of accomplishment. If there are any tasks left over at the end of the day, they will now be your top three items on your list for tomorrow.

2) **Time Blocking**

Identify when you are most productive for your day and create time blocks in your workday schedule. Dedicate a block of time to work on your set tasks. Are you a chronic procrastinator? This is also a great way to chip away at bigger tasks that tend to be left until the last minute to finish.

3) **Take a Break**

Once you have finished a task from the time block, take a little break. Use this time to step away, to rest your mind and refresh yourself. Stand up and stretch, have a snack, or take a mindful minute of meditation. This will help you to reset and refocus for your next time block.

4) **Set Boundaries**

We far too often take on more jobs and responsibilities than we can truly handle. Say no to projects that you know you will not be able to complete to standard or on time. Delegate tasks out to co-workers in work settings and to family members in home settings. Sharing the workload helps everyone to complete the task in a reasonable timeframe without feeling overwhelmed.

To speak with an EAP counselor, please call (402) 398-5566 or (888) 847-4975.