

# Solutions

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## Stress Tips from the Field: Schedule “Think Time” and Decompress

Simply pausing to think might be one of your best techniques for managing stress. On a busy day, pausing to think can help you organize your thoughts, prioritize tasks, and clarify goals. Doing this may lead to better decisions while you reduce mental clutter. (Mental clutter is the overwhelming thoughts, worries, distractions, and information that pile up in your mind and make productivity difficult.) Just five minutes of no distractions and calm can help you prevent burnout, give you a bit of renewed energy, and let you decompress. This week, plan some five-minute think times throughout the day. Then, see if you experience more mental clarity, creativity, and job satisfaction, along with the sense that you are more effectively managing stress.

## Deepening Relationships at Work for Improved Job Satisfaction

Most people come to work, do their job, and leave. They interact with coworkers just enough to get by—without recognizing the value their colleagues bring. Don't leave workplace relationships to chance. Actively build them to enhance your well-being and create a fulfilling work environment. You'll find more meaning in your job. Here's how: Seek out and participate in transparent conversations where ideas, concerns, and feedback are shared freely. Offer support and show appreciation for your coworkers' efforts. Regularly collaborate on projects. Participate in team activities. Be approachable and “askable,” which means being open, friendly, and easy to talk to, so that others feel comfortable coming to you with questions or concerns. Learn simple skills to resolve conflicts constructively, and make a habit of celebrating successes together.



## Conquer Digital Time Theft

Digital time theft is passage of time that produces no or little workplace productivity resulting from diverted attention while engaged in online, nonwork-related activity prompted by distraction. If you have experienced digital time theft, you know the frustration of suddenly realizing you've been distracted by some online activity again. It can feel as though you have little control over how easily you are sidetracked, but gaining control might be easier than you think. Experiment with what works for you. Do a search for highly specific apps/tools that dramatically increase self-control over precisely this problem. They allow you to avoid online distractions, so you do not mindlessly browse the Web but instead stay on task. Some tools even add a delay in opening a web page long enough for you to catch yourself being distracted, so you can return to your current work! Google “apps to help you focus.”

