

9 Need-to-Know Things **OVERCOME DEADLINE STRESS**



1

SET MORE REALISTIC DEADLINES

People tend to be overly optimistic when they set deadlines. While this is a hard habit to break, you need to get more realistic. Setting deadlines that aren't reasonable is only going to add to your stress. Set realistic deadlines that you can meet.

2

MAKE A PLAN

Do you know how you are going to meet your deadline? Do you have a plan? If not, do this as soon as possible. Taking the time to outline a rough plan will likely reduce a lot of the deadline stress you are feeling.

3

TIDY UP YOUR WORKSPACE

A cluttered workspace leads to a cluttered mind. Even if you feel stressed for time, it's important to take some time to tidy up your work area. A tidy work area means you have fewer distractions and will find it easier to focus on your most important deadlines.

4

FOCUS ON THINGS YOU CAN CONTROL

You can't control every circumstance in your life. When you are facing a tough deadline, focus on the things you can control. Maybe your boss set the deadline so you can't control that, but you can control how you spend the time you have.

5

BREAK DOWN INTIMIDATING TASKS

One of the best ways to deal with deadline stress is to break your intimidating tasks down into smaller action items. Instead of worrying about a huge task due in X amount of days, you can focus on smaller steps that you can do right away. The more of these steps you tackle, the closer you will be to your goal.

6

PRIORITIZE WHAT'S MOST IMPORTANT

Spend the majority of your time on your most important tasks. To figure out what you should be working on next, consider both urgency and importance. Important tasks move you towards your goals the most, and urgent tasks have the tightest deadlines.

7

FOCUS ON YOUR INNER PEACE

Deadline stress is like all other types of stress. Focus on your self-care and inner peace. Take up a meditation routine. Strive to be more mindful in your everyday life. Find hobbies and routines that naturally reduce your stress.

8

LET GO OF PERFECTION

Perfection is the biggest enemy of "done." If you are already stressed about meeting a deadline, it doesn't make sense to add the stress of perfection. The reality is, perfect doesn't exist. If you keep nitpicking every little detail, you are only going to miss more deadlines. Don't invite the stress of perfection into your life.

9

TAKE A BREAK

If you are working hard to meet a deadline, taking a break might be the last thing on your mind. This can be a dangerous mindset. Taking a break is a great way to re-energize and refocus. It is also a chance to step back from the details and take an overall look at your progress.



BOSCH INTEGRATIVE WELLNESS

Minimize the negative effects of stress so you can make a bigger impact without sacrificing your health, well-being, or personal relationships!