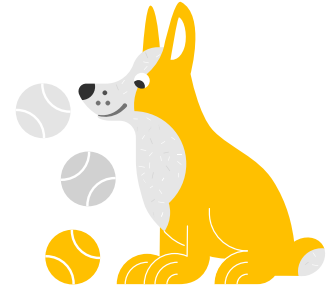


FIVE SIGNS YOU ARE WORKING TOO HARD & HOW TO INCREASE PRODUCTIVITY

It's important to recognise the signs of when we are working too much, to prevent overwhelm or even burnout; these issues are all too real and can have a serious impact on your health!

There is only one of you; understanding when things are becoming too much is the first step to making a positive change.

Here are some of the signs that you may be working too hard:



1. Your productivity drops

- **Problem**

You are always running at maximum power and your engine is starting to fail! You find yourself taking on extra work, squeezing in that extra dog walk, and working later each night.

- **Solution**

Time to re-evaluate your services, travel radius and default diary. Could you increase your prices and have fewer clients, or cut out a service that isn't earning enough?

2. You are becoming forgetful

- **Problem**

You miss an appointment or turn up late; it's embarrassing, not like you and you feel unprofessional.

- **Solution**

Do you have systems in place? A booking system, messenger chat bot, or a good CRM? You need systems in place to keep up with enquiries. If you are struggling – maybe outsource some responsibilities to a personal/virtual assistant (PA or VA).

3. Your to-do list is never to-done!

- **Problem**

Your to-do list seems endless. Things get pushed to the bottom and seem to never get done!

- **Solution**

Invest in a to-do list app and prioritise each task. Try to complete one before the next and turn off notifications, to save the temptation of doing something else.

4. You get angry quickly

- **Problem**

You find yourself getting frustrated and are taking it out on your friends and family. You are no longer as bright and cheerful as you once were!

- **Solution**

You need to get to the bottom of what is causing the issue and confront it head on! Write down a short list of things that are bothering you. Rate them from 1 to 10 (10 being your biggest frustration) and take the time to look at how you can turn each into a positive.

5. You become paranoid

- **Problem**

You think people are talking about you and feel like your posts aren't good enough.

- **Solution**

Are you getting enough sleep? Are you keeping your fluids up and eating well? Stop trying to reach perfection and focus on your strengths. Un-follow the competition and reduce screen time.

6. You find it difficult to switch off

- **Problem**

You are tempted to check your notifications or your emails. Your brain is always ticking and that fear of missing out (FOMO) is really kicking in!

- **Solution**

Turn off your phone a full two hours before sleep! Do an activity that will gradually help you 'wind down'. Try to ensure that you're not getting into any debates or conversations that are going to weigh on your mind all night – this will only tempt you to go back online! Find an activity which is easy to put down when it's time for lights out, no more "just one more..."

7. You are becoming tired

- **Problem**

Your energy levels are low, and you are quickly losing your motivation.

- **Solution**

You may need to cut back on services or adjust your default diary. Perhaps that one client who causes you unnecessary hassle has to go? Be kind to yourself and don't take on extra work just to please someone else.

8. You don't think you are good enough

- **Problem**

You constantly compare yourself to others and try to please everyone.

- **Solution**

If you aren't good at 'Live Videos' or 'Infographics', then you don't have to do them. Find out what you enjoy and focus on your key strengths. If you feel nervous – why not do a 'Live' away from the screen or, if you don't think you are quite ready yet, you could film yourself with your own dog. Reach out to a friend and avoid being judged by asking for opinions on open groups. Ask your 'cheerleaders' and they will give you more constructive advice!

9. You start resenting your job

- **Problem**

You just don't seem to be enjoying things like you used to.

- **Solution**

Is it time to expand your skill set? Perhaps you aren't being challenged enough? Have you found a niche which really inspires you?

10. You cut corners

- **Problem**

You aren't as dedicated as you used to be; you find yourself racing to the next job or finding an easier walking route – despite it being less interesting or enjoyable for the dogs.

- **Solution**

Once again, this comes down to time management/prices. You may need to reduce the catchment area, increase your prices and/or reduce the number of services you offer. It's time to prioritise!

Accountability Exercise

Evaluating your own services

It's time to work smarter, have systems in place and to re-evaluate your services and prices.

Write down all of the services you currently offer and ask yourself:

- How enjoyable do you find each of them?
- How could you do things differently?
- Could you raise your prices?
- Could you reduce the distance you are willing to travel?

If you are struggling, or found this useful, please get in touch!