

## WEEKLY THEME – SELF-CARE

Self-care...10 signs you could actually be working too hard!



We can all feel a little guilty going on Netflix or having a 15-minute break in the garden. But you shouldn't have to feel that way.

In fact it's good to get some balance between work and your social life. I mean what could be better for the old self-care?

So here's some quick signs to watch out for if you feel you are working too hard:

1. Your productivity drops

Are you trying to do too many things at the same time or large chunks of time on admin tasks? Take breaks and try to focus on one task at a time. Whilst multitasking may seem a way to 'get more done' be mindful that this can actually reduce productivity or make you feel overwhelmed.

2. You are forgetful

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 a PA, VA or other admin roles. Put reminders in place as soon as that booking comes through or that catch up on messenger. Actually messenger has a lot to answer for! I try not to open chats unless I can answer.

3. Your to do list never gets completed

Invest in a to do list app and prioritise each task. Try to complete one before the next and turn off notifications to stop the temptation of doing something else. Or like me the old fashioned check list pinned on my wall - each day I have my daily tasks plus a to do list marked on importance. Remember are these tasks revenue building?

4. You get angry quickly

It's always good to try 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 bugging you. Rate them from 1 to 10, 10 being your biggest frustration. Then take the time to look at how you can turn these into a positive. Sometimes anger can be fuelled by other people's behaviour, so do be mindful of how long you are on social media or why someone is frustrating you?

5. You become paranoid

Are you getting enough sleep? Are you keeping your fluids up and eating well? Stop trying to reach perfection and focus on your strengths. Most of the time it's unlikely dog trainer x is talking about you, it may be a coincidence or the fact we are feeling a little more vulnerable during this time.

6. You find it difficult to switch off

Try to turn off your phone 2 hours before sleep. Do an activity that will gradually help you 'cool down'. Try to ensure you've not got into any debates or conversations or left them open. This will only tempt you to go back online. Find an activity which will help keep your brain ticking. Maybe a quiz, puzzle, or audio book.

7. You don't think you are good enough

It's easy to compare yourself to others and try to please everyone. Remember if you aren't good at Live Videos or infographics you don't have to do them. Find out what you enjoy, focus on your key strengths. If you feel nervous why not do a Live away from the screen or if you don't think your skills are good enough, film yourself with your own dog. Pm a friend and avoid being judged by asking other opinions on open groups.

8. You are becoming tired

You may need to cut back on some things 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.

9. You start resenting your job

Is it time to expand your skill set? Perhaps you aren't being challenged enough? Have you found a niche which really inspires you? Perhaps the work you do is becoming too challenging (in a negative way)?

10. You cut corners

You may become less dedicated as you used to be, you find yourself racing to the next job or finish that admin task. Have a think about the why. Why did you start this in the first place? Do you have the same passion? Are you trying to do too much? Still struggling?

It's time to work smarter (not harder) care for the heart behind the business, have systems in place, re-evaluate your services or prices. If you are struggling or found this useful, please comment below.