

TIPS FOR STAYING CALM AND FOCUSED AT WORK

212-Careers



Wouldn't it be nice to be financially independent and carefree? You could do whatever you wanted every day. That's probably not the case. Most of us have jobs that are a big part of our lives. Since most jobs include lots of variables we can't control, that might mean stress and anxiety are constant workplace companions.

Where there is stress, there is poor productivity. That's not good for your career advancement opportunities or the company that employs you. While you can't control all your career experiences, you can change them. Here are some tips for keeping calm, focused, and highly productive at work if stress is ruining your day.

Ask to Be Relocated

A change of scenery may solve the problem. Transfer to another store or a different department. See if it is possible to change the people you work with. Your boss's day is easier when his team members are happy and productive. Remind him that helping you change your environment will lower his stress and yours.

Clean up Your Workspace

Clear out the clutter, divorce yourself from unnecessary distractions, and minimize the number of things begging for your attention in your immediate space. A messy, loud, distracting workspace significantly reduces work productivity.

That makes your boss unhappy, and grief rolls downhill on the job. He is going to come after you. Don't let this happen. Increase your productivity, peace of mind, and focus by cleaning, decluttering, and organizing your workspace.

Plan Your Workday

Plan each day the night before. Don't just show up for work; punch the clock and get started. This is not only a stress-defeating tactic. It can also help you advance your career because you are more prepared to take on the day.

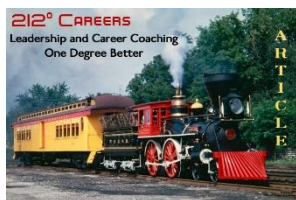
Arrive to Work Early

Showing up early can eliminate a lot of stress on the job. This gives you time to ease into your day. You will also be recognized as someone who takes your job seriously, which can improve your relationship with your boss or manager.

Set Clear Career Goals

Focusing on the job is easier when you know what you are working toward. Having a clearly defined career path can help you stay calm when things get stressful. You can overcome workplace stress and anxiety by consistently moving toward your goals.

Staying calm and focused on the job can be challenging. Stress will forever be a regular workplace occurrence. These tips can help prevent and manage the inevitable stress and anxiety that will be present in just about any career.



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