

Stratagame Project

Work under pressure



Every person sooner or later learns what working under time pressure is. It is in our workplace that we are particularly exposed to constant rush. We have tons of tasks and projects to complete, all already, all at once, all immediately. And although we repeatedly boast of our excellent ability to work in stressful conditions when writing a cover letter, the reality is not so colorful. How can we prove to the employer that we are able to master our duties, especially when this pressure manifests itself in the form of tight deadlines or requirements of the superior. In addition, we must ensure the quality of our work, effectiveness and efficiency.

It's impossible to avoid stress. We all succumb to it to a greater or lesser extent. That is why it is so important to learn how to manage it, while taking care of our health and maintaining productivity. If you feel that your work is overwhelming you, you panic, experience tension, have problems with communication, or you miss the deadline more and more often, it may mean that working under stress is not your forte.

All is not lost! The following tips can help you cope with such a difficult phenomenon as time pressure.

Having worked in a specific company for some time, you have knowledge of the way it operates, the nature of the work and the goals of the organization. You also know yourself, your possibilities and limitations. Therefore, instead of repeating over and over again: "I can't work under time pressure", spend literally a few minutes forecasting potential failures. Think about what you can do in advance to better prepare for crisis situations and deal with them earlier. Then you will solve the problem more efficiently or even prevent it from appearing. This method definitely reduces stress and allows you to act in case of difficulties, because none of us like unpleasant surprises. When you prepare for them better and in advance, you will get back to the right tasks faster.

Don't delay your work! If you know exactly what to do, do it as soon as possible. Many times, people feel the pressure because they are dealing with matters of great importance to the department or the entire company, and they do not have as much time for them as they need. Procrastination is not the same as laziness. In case of procrastination, you focus on another task at the expense of the proper one. Laziness, on the other hand, is total inaction, apathy caused by reluctance to act.



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To avoid procrastination, make a list of the most important tasks you need to do on a given day and take care of them first. Investigate carefully how much time you might be wasting by putting things off until later. All you need is an ordinary notebook, a pen, and you can write down all activities at work over the next few days. I know! It takes extra time, which you already have way too little. The idea is to build an accurate picture of what is taking your time and eliminate these factors.

Once you have your to-do list ready for today, judge if each is equally important. Will completing this task reduce pressure in the company? Will this e-mail lead the entire project forward? If you identify less important tasks, see if you can delegate them to someone else, postpone them, or even delete them from your list. This will contribute to better organization of activities and keeping order at work. Moreover, have the courage to refuse to accept a new assignment from time to time, especially one that does not meet the prioritization criteria. Assertiveness towards the boss or team members is not an easy skill, but it is very desirable in the workplace. Say "yes" to better tasks that will improve your, team and project performance.

Each case can seem overwhelming when you look at it as a whole. It's a good idea to break down the task into milestones or steps that are easy to achieve. With the division into specific stages before your eyes, you will focus more calmly on achieving smaller goals and reduce the feeling of overload.

Dividing tasks into parts helps to judge the big as affordable and doable, reduce our procrastination, and better identify where to start. This is because the human brain is somewhat limited. No offense! Dr. Melissa Gracis points out that: "By relying on our memory, we pause at each stage of the task and reflect on what we should do next. These breaks are opportunities to be distracted by which we break out of rhythm or miss an important step." In order to avoid intimidation by large and daunting projects right from the start, the idea of dividing this giant into smaller parts is right here. You cannot avoid stress. This is a brutal and timeless life truth. Time flies inexorably, and in the sheer volume of things it seems to be reaching the speed of light. You have no influence on it. What you can change is your own attitude and technique so that working under time pressure becomes something positive.

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