

# Focus where you can make a difference

In turbulent times, it's easy to become submerged under the weight of escalating events. The key to managing stress is to focus our energy on things that we can influence, and to leave alone things that we cannot. And, within the 'can influence' category, be clear about which are most impactful and important; that's where you should be spending your time.



Reflect on these practical tips:

- Get organised and on top of routine things; a clear mind beats a cluttered one!
- It is more efficient to stop, think and plan, than to bounce between urgent demands.
- Play to your strengths and use them to help yourself and others
- If you're not sure where to start, start small and gain momentum.
- Learn to say 'no' when appropriate to do so.
- When you're feeling overwhelmed, step back and be bold in prioritising tasks.