

Serenity Prayer

Grant me the serenity to accept the things I cannot change.

The courage to change the things I can.

And the Wisdom to know the difference.

THE 12 STEPS TO MANAGING A GROWING CASELOAD

- 1) Remember to Laugh-not only does laughter reduce tension, it also serves as a reminder that there are things we can't control.
- 2) Remember to Eat-a little chocolate goes a long way. You need to take the time to take care of your needs too. Take lunch, take vacations, and if you are sick, stay home.
- 3) Phone a Friend-they can be great supports and also remind you why you chose this field in the first place.
- 4) Share with your co-workers, you are not alone and it's a great reality check
- 5) Stop Incoming Calls-those do not disturb buttons work wonders
- 6) Plant Both Feet on the Ground and Breathe- breathing is a great tension reliever and is something many of us forget to do when we're stressed.
- 7) Take a bathroom break-taking a break gives you a chance to look at your work with fresh eyes when you return.
- 8) Stretch-it gets your blood moving and releases tension; besides who has time for the gym?
- 9) Go for a Walk – see nos. 7 & 8.
- 10) Make plans for after work
- 11) Do a reality check-remember, your clients have survived this long without you, they will survive another day or two; if it's a true emergency call 911 they are better equipped to handle it; and finally, remember we are not powerful enough to stop death, and anything short of death is reversible.
- 12) Remember, the work day will end!

Concrete Solutions

- 1) Make and use to do lists
- 2) Use technology or manual systems to manage time
- 3) Develop systems that are easy to use
- 4) Don't reinvent the wheel
- 5) Share resources
- 6) Understand how you use time-track your time use
- 7) Take care of yourself-take time off when needed, eat lunch, take vacation
- 8) Learn what your program funder(s) regulations are. It is your responsibility to know and understand regulations and expectations.
- 9) Use your supervision in a way that can nourish you.