

# Avoid Workload Avalanche; Smart Ways to Regain Sanity

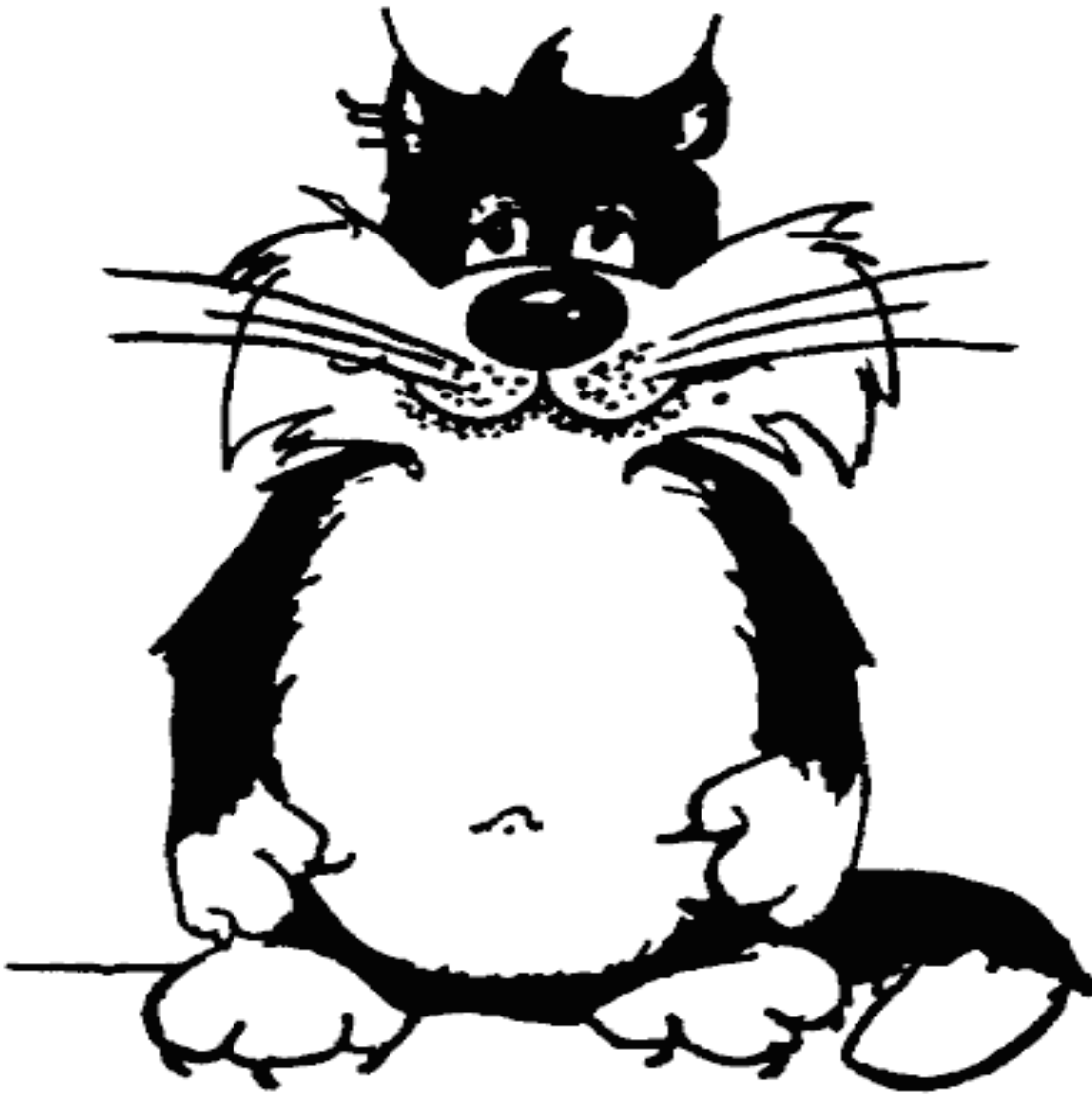


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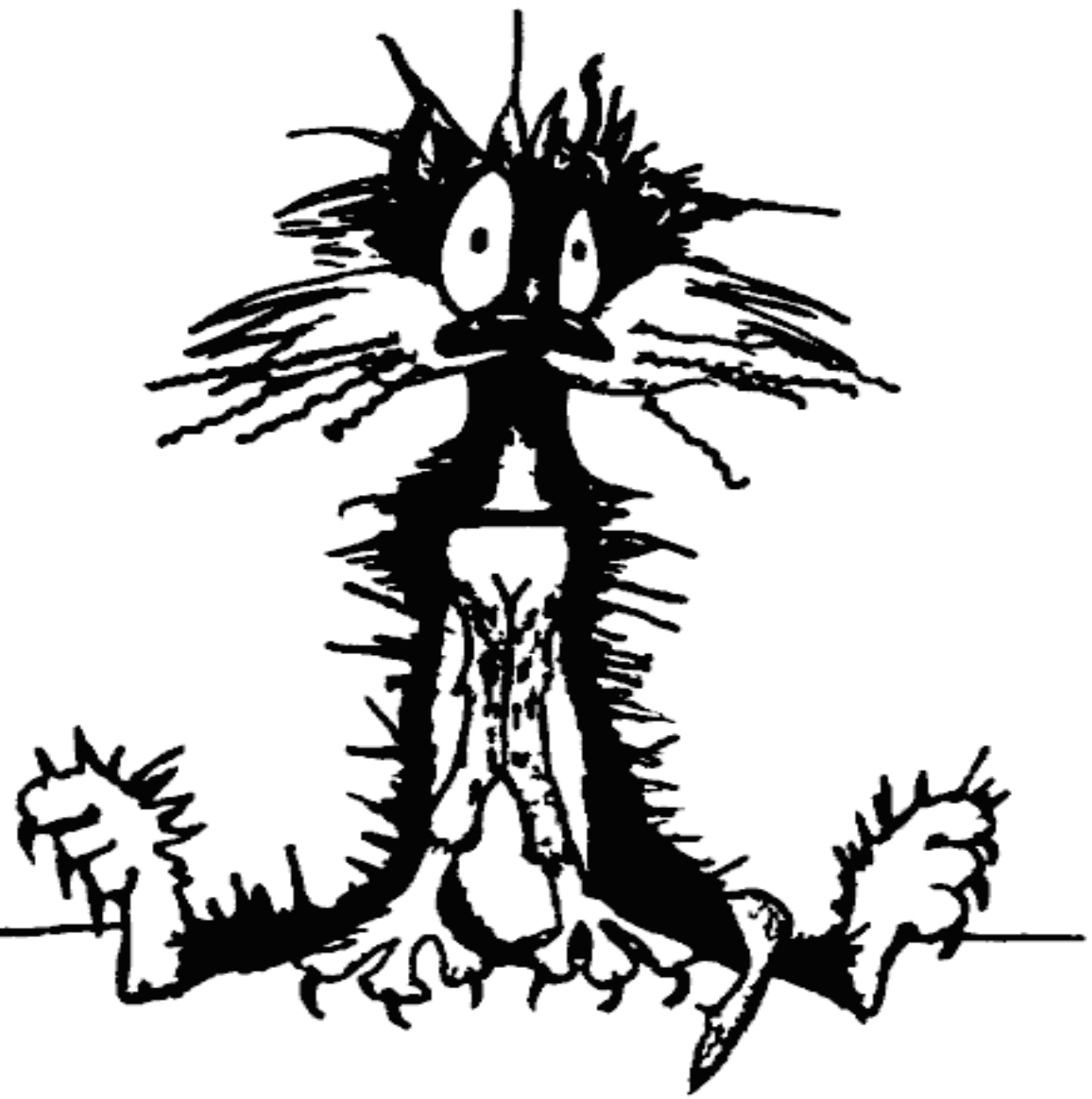
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Heather Turning





**BEFORE DEALING WITH FAMILY**



**AFTER DEALING WITH FAMILY**



<b>Time</b>		<b>Work</b>
<b>20%</b>		
<b>80%</b>		<b>80%</b>
		<b>20%</b>

# AVALANCHE INDICATORS

Constant emergencies

Waste time looking for lost things

Reactive rather than proactive

Look and feel ineffective and unproductive

Late for appointments

Look and act unprofessional

# AVALANCHE CAUSES

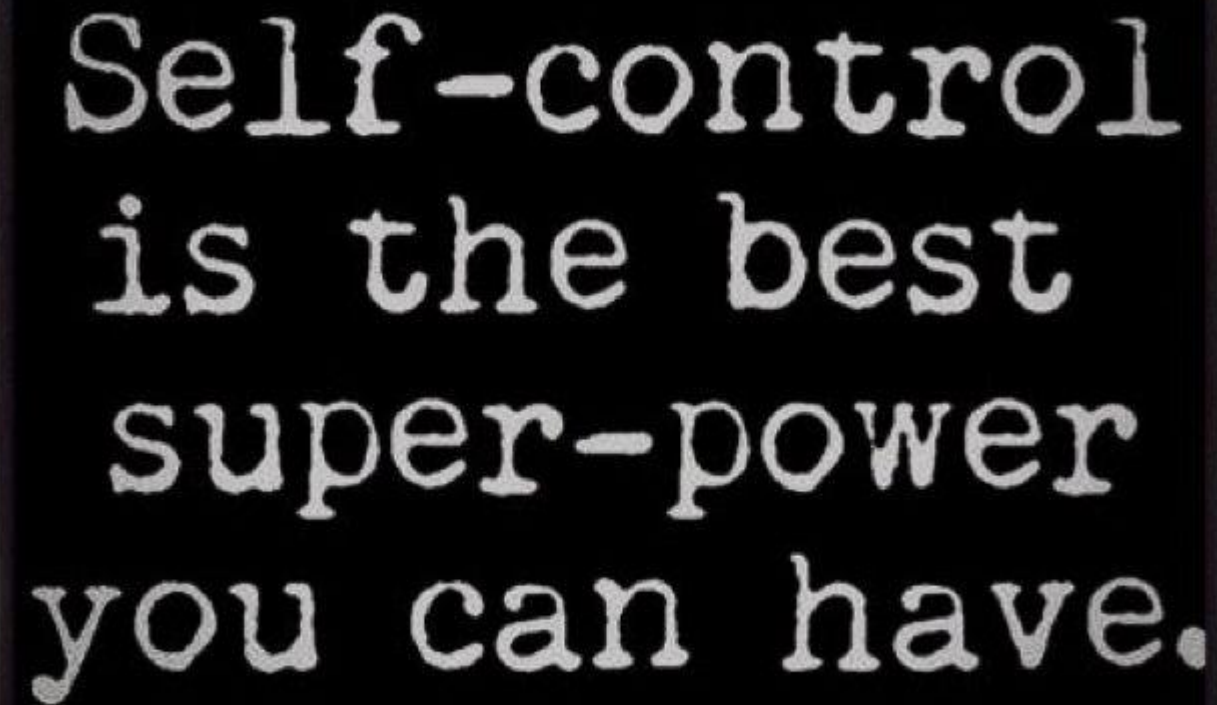
Paper and technology

Information overload

Requirements and deadlines

Unrealistic expectations

Lack of self control



Self-control  
is the best  
super-power  
you can have.

# **SELF AFFIRMATION**

I am in control of who I am,  
what I do, and how I do it. I  
control my space and time.

**Sheridan Crump** is feeling blessed.

June 15 at 8:34am ·



All it takes is a little coffee and a smile to brighten your whole mood. I woke up tired, groggy, late, with no clean towels in the hotel room. I had all the ingredients for a bad mood and slow day. Instead of wallowing in my misery and being selfish with my response to others, I got a cup of strong coffee, set up my station like an overly organized GOLD, put my big girl panties on, and began greeting everyone. By about the third person, my entire mood was lifted and I had a smile on my face. A little goes a long way when it comes to attitude.



CREATED USING  
**BoToon**

# DIG OUT FROM AVALANCHE

Break down the problem, so you can address one thing at a time.

Analyze, organize, prioritize.

Define system/process.

1. Plan
2. Set Rules
3. Challenges
4. Consequences
5. Practice

