

The Best Worst Problem program resources:

How to Say No to Taking on More Work

1. Assess the request
2. Be straightforward
3. Offer a lifeline
4. Don't be mean but don't be too nice
5. Adjust your expectations
6. Practice saying no

<https://hbr.org/2015/12/how-to-say-no-to-taking-on-more-work>

Project Manager's Top 10 Tips for Keeping Projects on Time and on Budget

1. Know the strengths and weaknesses of your team
2. Document the scope of the project before you start
3. Set goals within realistic timelines
4. Make sure team members understand schedules and deadlines before launch
5. Use collaboration tools
6. Communicate, communicate, communicate...
7. Know your red flags and watch for them
8. Celebrate milestones
9. Remember there's no way every detail of every project can be under your control
10. Have contingency plans

<https://www.mavenlink.com/blog/article/project-managers-top-10-tips-for-keeping-projects-on-time-and-on-budget>

Stretched Too Thin? 5 Strategies For Coping With Too Much Work

1. Prioritize like the ER at a hospital
2. Let your boss decide on tradeoffs
3. Delegate with win-win in mind
4. Delegate outside of work
5. Slow down

<https://www.forbes.com/sites/work-in-progress/2014/03/16/stretched-too-thin-5-strategies-for-coping-with-too-much-work/?sh=2dd1e9606fe4>

Are you on the road to burnout?

1. *Every* day is a bad day.
2. Caring about your work or home life seems like a total waste of energy.
3. You're exhausted all the time.
4. The majority of your day is spent on tasks you find either mind-numbingly dull or overwhelming.
5. You feel like nothing you do makes a difference or is appreciated.

Emotional signs and symptoms of burnout

- Sense of failure and self-doubt.
- Feeling helpless, trapped, and defeated.
- Detachment, feeling alone in the world.
- Loss of motivation.
- Increasingly cynical and negative outlook.
- Decreased satisfaction and sense of accomplishment.

Physical signs and symptoms of burnout

- Feeling tired and drained most of the time.
- Lowered immunity, frequent illnesses.
- Frequent headaches or muscle pain.
- Change in appetite or sleep habits.

Behavioral signs and symptoms of burnout

- Withdrawing from responsibilities.
- Isolating yourself from others.
- Procrastinating, taking longer to get things done.
- Using food, drugs, or alcohol to cope.
- Taking out your frustrations on others
- Skipping work or coming in late and leaving early

<https://www.helpguide.org/articles/stress/burnout-prevention-and-recovery.htm>