TIPS for
Managing Stressful Times related to COVID 19:
Healthcare Workers

Topic 2:

Prioritizing in these Difficult Times

It is difficult to navigate life under stressful times, and hard to focus and prioritize, which can quickly lead to feeling overwhelmed and out of control. When these feelings arise it can seem easier to avoid reality, procrastinate responsibilities, and make unhealthy decisions. This can perpetuate stress and quickly cycle. Prioritization can give us a sense of clarity and direction to focus our attention when we feel like we are in a state of chaos. Here are some ideas for both managing work and managing home life:

While at work - allow yourself five minutes at the beginning of your shift and halfway through your shift to write down your tasks and prioritize what needs to be done first. It may help to categorize your work tasks. This may include hanging a medication or calling transport for a patient. When feeling overwhelmed even picking a simple task first will help establish a sense of direction. If you have a resource nurse, charge nurse, or nursing assistant, consider making a list of tasks that can be delegated if help is offered.

While at home - it may feel like you are simply reacting to everything around you and you are unable to focus and accomplish anything. One technique is the Eisenhower Method, a list that includes four categories: important, not important, urgent, not urgent. This can help you categorize your tasks to allow yourself to see what items need to be prioritized moving from urgent to important to not urgent to not important.

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	Urgent	Not Urgent
Important	**DO** Important and urgent	**SCHEDULE** Important but not urgent
Not Important	**DELEGATE** Not important but urgent	**ELIMINATE** Not important and not urgent

https://medium.com/@zubair4485/eisenhower-matrix-600c9f3a8bb2

[Read more on becoming aware of your stressors.](#)

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