



# YEAR END FATIGUE

## *Survival Guide*

The end of the year is drawing near and fatigue has crept in. With fatigue comes frustration, impatience and anxiety. Our ability to lash out at any and every one is second to none. However, its at this time of year where we need to remember basic communication skills in the workplace.

Use the reminders below when you don't feel like typing "kind regards" at the end of an email; when you lose patience with a client during a phone call; and when you have no grace left for your colleague.

### **REMEMBER YOUR EMAIL ETIQUETTE**

Even when you don't feel like it, and even when the other person has given you every reason not to respond respectfully, remember email etiquette. Even during the difficult days when all you want to do is sign off your email with "cold and irritated regards", remember that you are to maintain professionalism at all times. Download my free eBook titled "The Terror of Bad Etiquette" [here](#).

### **AVOID PROCRASTINATION**

The temptation at this time of the year is to delay the completion of tasks, especially if they are mundane in nature. Do everything to avoid this. Dedicate the first ten minutes of your working day to set a "to-do" list. Arrange it according to the level of urgency, and cross the items off your list as you complete them.



### **BE KIND TO YOURSELF**

When its crunch time, we tend to think of ourselves the least. We forget to eat, rest and exercise. Communicate lovingly to yourself by taking care of your body and mind. Exercise at least three times a week; get a good night's rest (8 hours); and do not forget about your hobbies.

### **TELL YOUR MANAGER/TEAM IF YOU ARE STRUGGLING**

Sometimes our frustration stems from the fact that our team does not understand how we are feeling. People cannot read your mind. Learn to communicate if you are struggling, frustrated or anxious. Then, communicate how you would like to be supported in that time.

### **DO NOT LOSE YOUR COOL**

If, for whatever reason, you find yourself getting increasingly angry at a situation or colleague, remove yourself from the environment and give yourself a chance to cool down. Do not respond while in that frame of mind. We tend to lose our cool even more over email communication, and we rush to think of 1 000 ways in which we can ruin their day. Step away from that laptop! Make yourself a cup of tea or take a walk through the hallway. Give yourself 10 minutes to cool down.

Keep calm, its nearly Christmas! Visit [www.tact-fully.co](http://www.tact-fully.co) for more articles and resources to help you communicate professionally at work.

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