

TIPS FROM A COACH: HANDLE BUSINESS OVERLOAD AND BURNOUT

Establishing a healthy work-life balance can be tricky and you don't have to do it alone. It's okay to ask for help now and then, especially when you are a busy real estate agent balancing a full plate both professionally and personally.

There is power and freedom in taking time to recharge and redistribute certain tasks in your business and at home.

No matter where you are in your career, Buffini & Company can help you achieve your goals. Visit buffiniandcompany.com to learn more.

Here are three ways to lean into your available resources and reset for success.

ACTION STEPS

- ✓ Write out your to-do list and prioritize it based on what you should do. Rank each item from most critical to least in relation to your goals. Take immediate action on the critical tasks and then consider what tasks you could outsource so that you stay focused.
- ✓ Ask yourself, "What does winning the day look like for me today?" Focus and win one day at a time and then give yourself time to reset and have a strong tomorrow.
- ✓ Find one activity that allows you to reset for optimal performance. Try out different options and stick to one that works for you — for example: morning coffee routine, day off, exercise, positive intake or putting your phone on silent in the evening.

