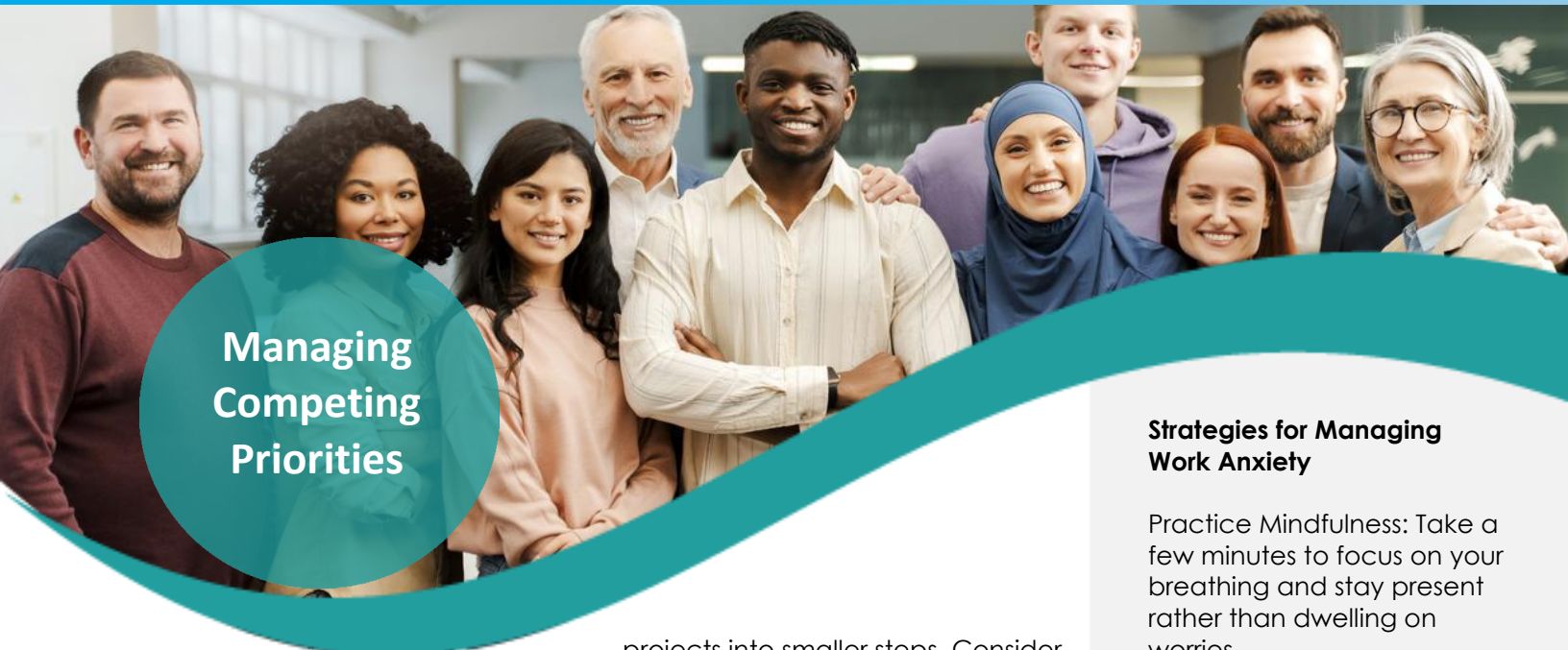


Life, Health and You



Managing Competing Priorities

When multiple tasks, deadlines, or responsibilities demand your attention, it can be difficult to know what to tackle first. These strategies can help you stay focused and manage your time and resources.

1. Identify competing priorities. Start by listing your key tasks, deadlines, and responsibilities. Look for conflicts, such as overlapping deadlines, limited resources, or multiple high-priority requests. Having a clear picture of everything on your plate makes it easier to decide what needs your attention first.

2. Connect priorities to your goals. Focus first on work that has the greatest impact or the most significant consequences if delayed.

3. Consider your options. When priorities compete, look for ways to make the workload more manageable. You may be able to adjust deadlines, delegate tasks, share resources, or break larger

projects into smaller steps. Consider the potential impact of each option before deciding how to move forward.

4. Communicate with others. Don't try to manage competing demands on your own. Talk with your manager, coworkers, or other stakeholders when priorities conflict. Communicating early can help determine what should take priority.

5. Use tools to stay organized. Calendars, task lists, and other workplace resources can help you track deadlines, monitor progress, and adjust plans as priorities change. Choose tools that make it easier to see what needs to be done and when.

Managing competing priorities takes flexibility and clear communication. By identifying what matters most, staying organized, and asking for guidance when needed, you can manage your workload more effectively and keep important work on track.

Strategies for Managing Work Anxiety

Practice Mindfulness: Take a few minutes to focus on your breathing and stay present rather than dwelling on worries.

Prioritize Self-Care: Get enough sleep, eat well, stay active, and make time to recharge.

Manage Your Workload: Break large projects into smaller steps, set realistic deadlines, and celebrate progress along the way.

Build a Support Network: Connect with trusted coworkers, friends, or family members who can offer encouragement and support.

Seek Professional Help: If anxiety is interfering with your work or daily life, consider reaching out to a therapist or counselor.

National Health Observances

Each month, we feature select National Health Observances (NHOs) that highlight important health & life issues affecting people every day.

[Healthy Aging Month](#) celebrates positive lifestyles and how to maintain health.

[National Recovery Month](#) celebrates treatment and recovery practices and the recovery community.

[National Suicide Prevention Week](#) is Sept. 13th-19th.

Mental Health Minute



How to Develop a More Positive Mindset

Positive thinking is a skill you can develop with time and practice. Try these strategies to build a more optimistic outlook:

Check your thoughts. Pause throughout the day to notice negative thinking and look for a more balanced perspective.

Find the humor. Look for reasons to smile or laugh, especially during stressful times. Humor can help reduce stress.

Surround yourself with positivity. Spend time with supportive people who encourage you and offer helpful feedback.

Practice positive self-talk. Treat yourself with the same kindness you would offer someone else.

LIVE MONTHLY WEBINAR:

Managing Priorities to Maximize Your Day

Date: 9/9/2026 | Time: 1:30 PM to 2:30 PM EST

[REGISTER FOR THIS EVENT](#)



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