I'm out of control!

How to quickly and easily automate your business processes to reduce stress, regain control, and start enjoying work again.

Stress is a part of everyday life.

We experience stress at home when we deal with challenging situations and in managing our personal relationships. We experience stress in the workplace when responding to pressure to do a job well, or to meet a commitment. We even experience stress in our sports and hobbies as we do our best to perform and meet the expectations of ourselves or others.

Stress can be healthy and can even aide us in achieving our goals.

For most people in our industry, we endure stress and accept it as part of our everyday existence.

There are however, **some forms of stress in our working lives that are not productive**. One of these is the stress generated from a seemingly endless task-list that grows larger each day. As we struggle to manage key priorities or meet managerial directives, we often fall behind in our day-to-day tasks. We feel out of control, with no end or solution in sight.

It's important for your well-being to regain control of your personal or organisational task-list, and this is best achieved through implementing proper business process. As in most parts of our life, technology can provide us with the tools simplify our day-to-day lives and realise our full potential.

Using technology to automate the management of your tasks is the first step in taking back control, and it's simpler than you would imagine.

Step 1: Automate Your Task Prioritisation

Take the time to write down your priorities so you understand exactly what is important. Your highest priority may be emergency management, followed by the more routine, recurring tasks. Think clearly about the tasks you already have in your backlog, and what tasks are likely to occur in the future. Create a prioritised classification of all your tasks that can be captured in a business system.

Step 2: Automate Your Task Allocation

Create a set of rules to determine who performs each task. This is useful when working in a team and helps to ensure that the best person is assigned for each task. Once again, document these rules so that they can be captured in a business system.

Step 3: Work from a Tasklist

Create a list of your outstanding tasks, ordered by the priorities you established in Step 1. Documenting your tasks in a system is the only way to 'size' or understand your backlog of work, and is a critical step in regaining control. Allow others to contribute new tasks as required. Work solely from this tasklist and don't allow distractions. Have confidence that high-priority tasks will naturally flow to the top of your list, rather than 'putting out fires' throughout the day. Ensure you fully complete tasks each day and capture any follow-up activities that may be required.

Step 4: Visualise Your Performance

It's important to know you're making progress. There's nothing more satisfying than seeing your tasklist gradually reduce, and it's also important to see where things may have gone wrong. Set yourself goals and measure your performance against these goals regularly. Use a software tool to capture your work completions and visualise the results in a way that's easy to understand.

There are many tools available to help you implement business process into your working life and it's important to evaluate many offerings to see which will work best for you. Importantly, ensure you use a tool that provides mobility so you can complete work and review your performance 'on-the-go', for example on your mobile phone or tablet device.

I wish you the best of luck in automating your processes and I hope this will lead to a happier and far less stressful working life. Take back control today!

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