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**Mary Ann
Masur**
is today's

CAREER **Coach**

Q. I am overwhelmed with work before I leave for vacation and after I return. Do you have any suggestions?

A. One, get it all out of your head. If you're trying to store information about what you need to remember, then you're creating added stress and anxiety. Instead, put everything you need to do, want to do or have to remember down in writing. By getting it all out of your head, you can see tasks more clearly, put them in perspective and prioritize. Two, break tasks into smaller chunks. Schedule what can reasonably be accomplished before you leave versus what can wait until you return. Three, changing your internal dialogue from "How will I ever get this done?" to "Who can best help me get this done?" can truly be a transformational shift in thinking.

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