

***This unedited transcript of a SpeechPathology.com webinar is provided in order to facilitate communication accessibility for the viewer and may not be a totally verbatim record of the proceedings. This transcript may contain errors. Copying or distributing this transcript without the express written consent of SpeechPathology.com is strictly prohibited. For any questions, please contact [customerservice@SpeechPathology.com](mailto:customerservice@SpeechPathology.com).***

## Rethinking Daily Routines to Reduce Stress Recorded January 9, 2020

Presenter: Jessi Andricks, MS, CCC-SLP  
SpeechPathology.com Course #9127

- [Amy] All right, let's go ahead and get started. I'd like to welcome everybody to our webinar with Jessi Andricks today. She is presenting Rethinking Daily Routines to Reduce Stress. Jessi earned her master's degree in speech therapy from the Medical University of South Carolina. She is a trained integrative coach and yoga teacher. And runs SLP Resource which, the site JessiAndricks.com. As well as host the SLP Stress Management podcast. She has presented at numerous conventions and conferences focusing on helping SLP's reduce and manage stress through evidence based stress management tools and techniques. So welcome Jessi, it's great to have you with us today.

- [Jessi] Thank you so much, it's great to be here again. So yes today we'll be talking about rethinking our daily routines in order to reduce the stress that can occur. Sometimes from these daily routines and sometimes just as a result of what we experience in our day. But we'll really be talking about how we can rethink some of the ways that we go about our days. Some of these things that we're doing intentionally. And unintentionally in our days in order to reduce the stress that we have. And be able to really thrive in our field. And so just a few disclosures. For financial disclosures I do receive compensation for this webinar.

As well as a few others that I provide through webinars, online courses and coaching services around this topic. And non-financial disclosures, as mentioned before. I am sometimes a presenter at conferences and conventions discussing this topic. So here's what we're gonna get out of today. Here are the learning outcomes for you. After this course the participants will be able to identify the current struggles and strategies for managing daily stress. So what we're doing now. And then be able to describe alternatives to multi-tasking. Also be able to identify three types of transitions or routines to use in a daily schedule. So you can kind of start to see some of the things that we will be talking about today and really working through. And I think you're gonna love this and I'm really excited to share it with you, so let's get into it. A little bit more

about me. So as mentioned before, I am SLP. I graduated in 2008 which to me seems like it was just yesterday but you know. It's already a new decade. And another new decade after that so it was quite a while ago. And I worked for my first three years with a variety of settings and an increasing stress. So what I experienced in these first three, three and a half years was that for sometimes personal reasons. I went to a new job or maybe I found my dream job that I had always hoped for and was able to work there. Or you know, there were times where the job that I had was just what was available in my area.

But no matter what setting I was in the stress seemed to follow. Or to not be there at first and then suddenly show up again. And so this was really difficult. And after three or so years of this I ended up realizing that I didn't want to be doing it anymore. I felt like I had maybe made the wrong choice, maybe made the wrong career. You know, decision and gone through all of this school and invested all of this time. And it was not the right choice for me. So I ended up leaving in 2012. And this is when my chronic stressed peaked and may have been burnout. So we know now that burnout has an official diagnosis. So I'm not going to diagnose myself with burnout but a lot of the characteristics of it were there.

And definitely chronic stress was there. So I left in 2012 and I will tell you honestly. I left, I vowed to never be part of the speech therapy, speech language pathology field again. In fact I let go of my license for my state. But I even let go of my C's. Which is a little bit unheard of. And I did of course check in with ASHA to see what happens if you do that. But I, I just didn't identify as an SLP anymore. If someone asked me what I did I would tell them what I was doing at that time. Which was pursuing my other interests in wellness. So, I was drawn to yoga and to meditation. And to really mindful mind body fitness and ways of living. And I had started to get into this as an SLP because I wanted something that would help me with stress. And you always hear about people going into yoga or you see pictures of it and they look so peaceful. And I thought that's

what I want. I don't feel that way but I want to feel that way. So I started to study this and when I left that's what I went into. And I also went into some integrative health and wellness coaching. So being able to add in kind of all components to wellness. And then a funny thing happened, life happened. And in 2016 I actually returned to being an SLP. I had a baby, the studio that I had been working at was closing, the owner was moving. And I just needed something a little bit more stable in my life. And didn't want to be taking a newborn around to new studios and gyms. So I decided to come back and what I found in my area was that there wasn't a lot of jobs, even PRN. And so I got involved in teletherapy. And with this I started part time and I knew that coming into a field that was pretty new for me, teletherapy.

But coming back into a field that I've been out of. I really wanted some new resources and wanted to see like what types of things we were using. Like what was the cool new thing to use in therapy? So, I reached out to groups on Facebook. And what I found was that we were really stressed out as a whole. And we offered resources to each other but really the online. You know, groups and things were there for us to be able to vent about what we were feeling. And not have to worry about all the stress around this. So I started a blog about it. Put together all of these that I had learned and started presenting and offering webinars and courses. And we're gonna get into some of the really hands on things that we can do with all of that. So let's get into. Now that you know about me. Let's introduce ourselves to you our daily stress and the current strategies that we're using.

So I will say that I have been there using all of these things before. Sometimes I still find myself doing these things. So we're not perfect, we're human. And these are just some of the things that we are doing as we are trying to figure out how to manage our stress. And another thing to say here is that stress is not your fault. It is a way that our bodies and our brains are wired to survive. And is a very instinctual thing. And unfortunately there's so much stress in our world today. Even when it's not like

threatening. That that stress can just really grow. It can become chronic and it can lead to feeling chronically stressed and feeling burned out. So, most of our days. Most of our jobs are not really set up to help us thrive. And they're really set up just to meet that, you know, time. That nine to five or if you're in a school, seven to three. To meet those timeframes and to get the work done within them. And what happens is that they're not set up to help us feel balanced within our work life and our daily life, the rest of our life. And so when we don't feel like thriving, we're stuck in more of a survival mode. We don't have that balance and this is what leads us to stress.

Trying to really pull and dig and find ways to feel better. So we're trying to find ways to create more balance and to feel. And we end up feeling more stressed instead. So we're trying to not feel stressed but we often end up feeling more stressed. Or that what we're doing isn't working but we don't know what else to do. And that's usually because we're using these three main strategies. To reduce the stress around our work and often to reduce our workload itself. What we're currently doing and you may be sitting there thinking like, oh yeah. I definitely do those or one of them may ring true to you or often multi tasking.

Or where trying to really take hold of our time management. Manage our time better or manage our schedule better and schedule things more appropriately. And we're also really focusing on planning and prepping. And this is especially if you work in the school system or you may really really feel like you're planning and prepping. Or if you work in a clinic where you've got to really plan and prep for the day. Where you know exactly who you're going to be seeing the next day. So these are the current strategies we're using. And the thing about them is that they are the common strategies. They're what we go into any workplace and do but they may not be what's really working for us. They may actually be working against us. So, what could we do instead? Instead of really using these strategies and thinking about these struggles. We can reduce the stress around the current struggles by rethinking our current strategies. So instead of

trying to do more of those things we could do something else instead. So instead of trying to get better at multi tasking or to manage our time even more. Or to do really fine tune our schedule even more or plan and prep more. We can do something different. So the things we're gonna explore here and you may be looking at this or hearing this and thinking like. No way, that's not gonna work. But some things to explore here are to consider no multi tasking at all, so ditching it. Or even consider and explore rethinking our schedule. So what we want it to be but really rethinking what our schedule is. As well as how we go about our time management. We're gonna also explore rather than planning and prepping. We're gonna explore routines and transitions within our day.

So let's see how we can explore these a little more. So, currently this may be what your day looks like. So this is a current daily habits and our routines. Most of our practices and our schedules don't set us up for success. And they actually can increase that stress. And it's not just what we're doing at work but it ends up being how our whole day is structured. Because it's all a cycle that keeps leading into the next day and the next day and the next day.

So when we're feeling stressed one day and we have this cycle. If it's just one situational stress then the next day it may not be there. But when it's the way our whole day is set up it continues to kind of just keep spiraling through each day. So here's what a typical day may consist of for you or maybe kind of your timeline for your day, right. We wake up and we are rushing because we may have to wake up really early. Or we may be feeling really stressed out and just not really wanting to get up out of bed that day. So we hit snooze a few times and we sleep in. Or we have to be at work by seven o'clock and it's a 45 minute commute. So the amount of time that you have in the morning is really limited to get ready. So you wake up, you hit the ground running and you rush to get there. And on the way maybe you chug a cup of coffee or you skip breakfast completely. Or you are just in such a frenzy to get out of the door

you feel scattered and rushed. You forget things, you get stuck in traffic. All of these things happen and we are in a rush and almost like a panic to get going. And we start, we get to work right. We start our day and we start seeing our students and patients. And we kind of do it nonstop. So even if you feel like you have a few moments at the beginning of the day. Typically we're packing our schedules. And it may be that you know what your schedule's gonna be. Or maybe you work in something like an inpatient setting where you don't really know who you're gonna see or who's gonna be there that day.

And you end up just kind of going with it and seeing them nonstop. So, there's little to no breaks often. Sometimes it's because we feel like even if we're not seeing out students and patients. There's other things that we need to be doing. And so taking those times, those real true breaks. Not just like a little trip to go refill your water bottle but. Which is a great thing to do but taking a full fledged break or even sometimes skipping our lunch break. We're not having those break times. And then our paperwork starts to pile up. We always feel like there's so much paperwork or so many processes that we have to kind of go through. In addition to the therapy that we're doing and the evaluations that we're doing.

So we see that piling up and we want to get that done. And then we are working late or we're going in really early or we're taking our work home with us. And this becomes something that we do once in a while and then for a lot of us becomes our routine. It becomes the thing we're doing all the time. And because of this we're often not getting enough sleep. We're either working all the time or we're stressed where we can't sleep or we're trying to find some time for ourselves. So we stay up late but then we have to wake up really early. So we're not getting enough sleep. We're definitely not getting enough movement or the right kind of movement. So it might be that you are stationed at your desk all day. Or you are maybe getting up and getting your students or they're coming to you. But you're not moving a lot and even if you are in a hospital setting and

you are running from room to room to room all day. It's not in a mindful way so it's not really nurturing. And of course we're not really finding a lot of time for self care, for taking care of ourselves. We're putting a lot of time into taking care of others. Now a note here, these are the types of things that contribute to that chronic stress and burnout. So it's our daily habit, our routine but it's also the thing that contributes to stress. So we've got to find a way to do something different. So one of those things we could do is to look at our multi tasking habits. So we're gonna breakdown multi tasking a bit. We're gonna define it, we're gonna talk about what it is. But we're also gonna talk about why we are multi tasking in the first place. And what multi tasking really is. So not just the definition of it but what it truly is.

And then we're gonna talk about what we can do instead. So let's take this little look deeper into multi tasking. So why do we do it? Well first the definition here and this is just from Merriam Webster's dictionary. The performance of multiple tasks at one time, right. We're multi tasking, so multiple tasks. But what this really translates to for us and what this really means is that we're doing more than one thing at a time to improve our work. So we have those multiple tasks. And our purpose behind them is to improve our work and the way that we're working. And we often do this to find more balance in our time. So doing more than one thing at a time to improve your work often to find more balance in your time.

So to make it so that you're not having to take work home or you can have a break during your day. Trying to do a lot of things at one time. And the reason that we do it is because we are told or we're hoping that it will increase our productivity. That we'll be able to do more in a shorter amount of time. It'll make us more efficient as well. So what we're doing, we're doing it not just to improve that productivity. But to become more efficient with what we're doing. To be able to become more precise with it. And then it'll make us better able to handle more work. So if we're really great at multi tasking. If we're told there's something else that we need to add in to what we're

doing. We know that we can do that while we're doing something else. We could multi task it all together. And because of this we are told, we are taught that it is necessary to do our work. We need to multi task and we feel like it's part of our job to multi task. And if we're not multi tasking then we're not going to be able to do the work that we do. But what is multi tasking really? So there have been a lot of studies done on multi tasking. And these dates lead back to 10 years ago or more and more recent as well. But there's a lot of really looking into the psychology behind multi tasking and what our brain is actually doing. So multi tasking is really task switching. So we can think of multi tasking as mental jumping jacks. You think when you are doing a jumping jack, you're like switching right. You're limbs are constantly going back and forth, back and forth. And if you have never done a jumping jack or you haven't done one in a while. I will tell you they are exhausting and really really difficult to do. And you can only do them for short bursts of time.

You cannot do them for eight hours. You cannot even do them for one hour. It's very very exhausting. So we think of this with our brain. Multi tasking is mental jumping jack our brain is gonna get really tired. So multi tasking is switching from task to task. Which creates more exhaustion, more stress. So our brain is not able to fully focus on more than one thing at a time. So if we are trying to get an email out while we're listening to our CU course. Or we're in a meeting and we're also trying to type up some notes. We may be doing both of those at the same time right, in our thoughts. We're doing both of these things.

We're attending a meeting, we're listening but we're also getting these emails out. But what's happening is that our brain is really only to focus on one of those. So while we may be attending to each of them a little bit. It's not, we're not fully absorbed in either one. So there is definitely gonna be a bit of information that we end up missing. But also we end up going back and forth, back and forth, back and forth. Sometimes without even realizing it. And so this causes this depletion and mental exhaustion

because our brain is bouncing back and forth. And really when we think that we're doing both things. We're shifting into focusing on that email we're writing and not paying attention to the meeting. And then popping back into the meeting and not being able to fully do our email. And this reduces our efficiency and productivity. And one of it is that we tend to make a lot more errors when we're multi tasking. So we have to go back and edit our work or go back and fix things. But another thing is that there are some like pauses that happen in our brain. Because when we're doing this we're using different parts of our brain.

That's why it's kind of like jumping jacks. We're jumping, switching from what we need to be doing this one task to the other. And so there's some time there that really adds up that we don't realize. And you can think it's also like when you're trying to open up two different tabs on your computer. Sometimes there's a little bit of a lag when you're trying to get one of them to open. Even when they both been sitting there on your screen. And there's even the physical like trying. Getting to click and open and type up what you need on one and then go back to the other. So you can kind of think of it as just actually taking up more time and causing more exhaustion. So multi tasking is really task switching.

And then when we start to think about this we think why are we even multi tasking in the first place? And the thing is that multi tasking is such a huge thing in our world, in our kind of culture, in all jobs and definitely in our field. So sometimes this is the only way that we're taught to work. And the reason is that we often learn from people who are multi tasking. If that's what other SLP's have been doing and that's who you learned from. Then you may be taught this is how you have to do your job in order to do it. And it's not a malicious thing. It's not something that people are intentionally teaching you wrong. But it's the only way that we've known how to work. The other thing is that we're often skeptical that not multi tasking will work. We don't want to take that chance because we're already so stressed out. And we're already feeling like we're

behind in things. That we don't want to take that risk in changing if we're not sure that it's gonna work. And that makes us uncomfortable. Change is not easy, even when it's just something like not doing these two things at the same time. Even when it's something like that that's not this huge epic change in your life but a little tweak in your day. It can be uncomfortable, it can be really hard to do. And that can make it where we don't want to do it. And that could bring in that skepticism. And then the other thing is that even if we want to give up multi tasking. We're not always sure what to do instead. We're not sure how to not multi task.

So here is what we can do instead of multi tasking. Here are some strategies to use. We can work on batching. So you could batch your work and we're gonna explore these a little bit more. We can also work on reducing email and social media. So reducing the amount but also reducing how you're using them and when you're using them. And one of the things here is focus on taking breaks. So instead of multi tasking you can do these three things. And if you hear alarm bells going off and you're thinking okay. Some of these may make sense. Taking breaks instead of multi tasking does not make sense. Reducing my email, I can't do that. Or maybe social media if a big part of what you do or it's really you're like one break to you. We're gonna explore it a little bit more, don't worry.

All right so let's talk about batching your work. You may or may not have heard this. It's definitely becoming something that is more talked about and it's becoming more popular. But let's look at what it really is. So here goes a couple of definitions of batching. So task batching is a time management system that maximizes concentration, productivity, creativity and mental sharpness while minimizing distraction, stress and fatigue. That sounds pretty good when you really look at it. So time management, that's one of those things we've been working on. And we want to be able to concentrate, be productive. Maybe even be creative but really feel like sharp. Rather than destructive stress and really tired. Another definition is a simple time

management productivity hack that allows you to take advantage of your full concentration by grouping a bunch of similar activities together and doing them all at the same time. So, here it again talks about how it's really involved in that time management. And that it takes your full concentration but it tells you what it really is. It's grouping your tasks together. So grouping the like things together so that you can work on them. And you can think instead of doing different things that fire up different parts of our brain. If we're working on similar things that already takes a piece of that exhaustion, that mental fatigue out of there. So there's our explanation. Batching your work as a way of grouping similar tasks for a set amount of time. So you're able to use similar parts of your brain like I just mentioned.

This increases our efficiency and focus as well as reduces the amount of time on each task. While decreasing mental fatigue, overall stress and the time to complete each task. So basically it boosts your efficiency, productivity while reducing the fatigue and therefore your overall stress. So the reason it's gonna take less time is that physically you're not having to jump from one thing to the other. And that mentally you're using similar parts if not the same part of your brain. So it's just less exhausting. And then when you're ready to use a different set of skills.

You take a break, you stop. You then regroup and move to a different group of things. So here is how you can batch your work. You can group similar tasks into chunks of time. So you can pick like tasks or tasks that maybe build upon each other that are the stepping stones that all really relate to each other. And you can work on multiple things that are similar. So you're not multi tasking or task switching. But you are working on these things as a whole. And they're similar to each other and they are connected. So you complete multiple sets of one task. You could write all of your progress reports or maybe not all of them because sometimes we have like 50, 75 you know. Hopefully not more but there's a lot of progress reports or evals to right. So let's say that you decide that you're going to get five of them done. And so you work on just that. You group

okay, I'm going to take all of my progress reports. All of my things today. I'm going to get all of those evals in this task. Or you decide you're gonna plan out some of your activities or sessions. So you decide to plan out your artic sessions. You're gonna work on articulation. Or maybe you have a blog where you share your therapy resources and ideas. You decide all right, I'm gonna right four blog posts today for the next few weeks.

Or you have a TpT store and you upload five new products to your store. So these are all things that are related rather than saying I have an hour. I'm gonna get this progress report done. I'm going to plan a session and either write a blog post or upload my new product. Where all of these things take up time to get set up and take up a lot more brain space. You can also pick times to work on specific projects. So work for an allotted amount of time. And if it's a smaller task just work until you're finished with that task. So if it's something that you're like okay. I know I can get this done in an hour, it's one thing. It'll take me an hour to do. Just work until you're finished with it. But if it's a really big project or a task.

Maybe you have a very indepth eval that's gonna take a while. Then instead of working until it's done where you may just get tired from having to focus for that long. Just work for a set amount of time. And the next thing is to talk about those emails and social media. So, these are some of the biggest times suckers of our day. There's really no other way to put that. These are the things that take up a lot of our time. Sometimes without us even realizing. So one of the things that makes them take up time is that we get notifications all day. And this is set up, again, to be more efficient right. You know when things are coming in so we can take care of them. And we can just get it done and over with. And so because of that we feel the need to reply to them instantly. Where we may be working on a progress report and then we notice that in the next window that we have open that we can see in the background. That we have emails coming through. So we think oh, that's an email. I have one, I want to clear my inbox.

We go and we answer that email. We get back to our progress report. And maybe your, you know. You have that blog that you're working on and it pops up. And you get a notification about something on your social media. Or maybe you had sent something, a message to someone and you see that they answered. So you want to go ahead and clear that too. Or maybe something just really funny pops up and you're like oh, I'll take a break for a minute. All of these things can really become distracting where we end up multi tasking again, we end up task switching. And while they're pulling us away even for just a split second or a minute or so. It ends up adding up and taking time away. So these are thing that need to be batched.

And the other thing that happens is that we have the intension of just going in and replying instantly. And then getting right back to our work. And what that does sometimes is that we end up staying there, right. We end up maybe in social media and not realizing it. And scrolling through for 20 minutes after we check that notification. Or maybe you send that email. They reply back right away, you reply again. You notice you have more emails coming in and all of a sudden you're checking emails instead of working on what you were going to be doing.

So we can focus on batching with these. So with this when we batch them we cut back on the amount of inefficient time that was spent on them. It doesn't mean that you're really cutting back on the overall time. You may be because you're being more intentional about it and more efficient. And you're kind of cutting back on the mindless checking of things. But you are also really focusing on okay, this is what I'm doing right now. And then I'm done with it until the next time that I have scheduled to look at it. So we can stop constant or mindless checking. Have your email closed instead of open. And that seems so simple right. But how many of us just have our email, our tab with our email open all the time? Or we have the alerts that are sent to us through our computers. So even if we're with students we see those alerts ringing through. So have it closed and opt out of these notifications and these alerts. Or if you need to use. If

you feel like even if you don't have it open you're just so accustomed to clicking the app on your phone. Use an app to block it and to set that you could only look at it for certain amounts or certain chunks of time. And so what we can do is to schedule in times for these. So have specific times or time limits. Maybe you are using one of those apps or you're just doing this on your own. But specific times and time limits for checking social media. So you could say okay, I'm gonna do this for 20 minutes in the morning, 20 minutes in the evening. It may be longer, it may be more times but you get the idea of just this is why I'm doing this.

I'm not going to do it any other time. And that way it cuts back on those maybe every hour in between your sessions. You start looking stuff or you're gonna work on your paperwork but then after your session. You like clicked on Facebook and you open it up and then you keep going on there. So, really cutting back on that. The other thing is to have specific times to check and respond to emails. And this may be harder not to actually do but to feel okay with doing. 'Cause a lot of times we feel that we have to respond right away to those emails because they're often related to our work. They are part of our workday. But we have a lot of other things that are also part of our workday to be doing. So have specific times to check the email. Have specific times to respond to our email. It may be that you check it first thing when you get into work to see if there's anything that came through.

Maybe you sent things out yesterday and you were waiting for a reply. So check it in the morning, respond as needed. And then maybe you have time in the middle of your day. Not during your lunch break but just time in the middle of the day. Maybe before you go to lunch or after you get back from it to check and respond again. And then maybe that's how you end your day. You finish by making sure that you've cleaned out your inbox. Or you've taken care of some of those things and responded. So another thing that happens with this is that a lot of times people reach out to you about something and you could definitely help with it but it doesn't have to be you that helps.

Or it maybe something that is a team email and someone else is somehow able to solve it or respond. So it maybe that you don't have to spend as much time on some of these emails. That they get resolved anyway. All right and then the big one here that we're often like I just can't do it, take breaks. Breaks are so important and we're gonna talk about it a couple more times today because they're that important. Breaks help your brain to recover and recharge. Which leads to better focus, efficiency and productivity. Which are the things that we are really wanting and that we're searching for to ease up the stress in our day.

So when we schedule in breaks we can look at scheduling them in after completing a task or finishing that timeframe for our work. So again you have this huge indepth evaluation you're doing. You may not be finished with the evaluation but you're finished with that time that you're gonna be sitting and working. Or maybe you have a lot of groups and when you're done with those groups. And done with those sessions that you decided to do that you're able to move on. So opt for a break at least or after every task or at least every 90 minutes. That's kind of our threshold for really being able to focus. Is to take breaks every 90 minutes for 10 to 15 minutes. It gives you time to rest, your brain to rest before you move on to a new task.

So it reduces that mental jumping jacks. Another thing that we can work on. We have our multi tasking, we kind of have to rethink. We also have to rethink our time management and our scheduling. So most of us follow a typical schedule. It's usually someone else's schedule right. It's not usually the schedule we want to set up. It's often the schedule that we're told to set up or that someone before us did. The other thing that we're usually doing is packing it, it is full. And it is full of as many patients and as many students as we can see with little space to do anything else. And when we do have time and someone's like hey, can you fit in another student? We say well, I'm usually on a break at this time or I'm doing this and we say it's that I'll put the student in it this time. So our current strategies for this are trying to fit in the most work

we can into the day. We fill every moment of time with a task and we schedule every time slot in our day. So we're maximizing working time versus down time. And we're pushing, pushing, pushing to hustle all day long. To just keep going and getting this done. And you may be thinking like yep, that's what I do. And it's what most of us do, it's that typical schedule. It's that typical way of going about it. But instead we can look at energy levels to rethink our schedule and our management of time. And if you're thinking energy level sounds like a woo woo and a bunch of nonsense. I understand, so if there's another word that you want to associate with it go for it. But think of this as like when you're tired and not tired.

When you're feeling outgoing and non-outgoing, those types of things. They're one of the most important things to consider when you're planning out your day and your schedule. Because when you don't match up with those it can create more exhaustion and more stress. So, the other thing that we want to look at is building in breaks. We want to plan for these breaks to allow your body to recharge. And as we talked about it improves that overall efficiency of work and our overall enjoyment of work. So here's how you can look at energy levels for scheduling. As I mentioned you can replace that word energy.

So here I'm talking about like high energy levels versus low energy levels. So really alert, focused versus feeling a little bit more tired. Or really like pumped up and ready for the day versus kind of feeling a little more mellow. Outgoing versus retrospective or introspective. So high energy levels. When you're feeling really excited and you've got a ton of energy. Use that time, that time of day that is for you. Plan that to be your time for your sessions with your students and clients. 'Cause they're gonna need that high energy. If you have a higher energy or high demanding group. You want to be able to bring energy, not necessarily to meet that and keep it going and going. But if you're feeling really worn out and there's a lot of like noise and just a lot of movement or things going on. It's gonna be really hard to feel that you're able to meet that and to be

part of that. So this is better for face to face or more physically mentally exhausting sessions, those high energy times. Lower energy times. It's better to kind of plan for those low key activities or groups. If you have a patient or student or group that's just kind of more mellow. Go for a lower energy time to plan with them. It's also great to do more solo or slower paced work, things like paperwork. So low energy doesn't mean that you're not able to focus. It just means that you're maybe wanting to kind of be alone a little bit, to close the office door.

That type of thing. And this is also a good time to work on planning sessions or take a break. And of course build in breaks. So these do recharge your brain and body. They give you time to feel refreshed. So you're able to really focus fully. To make less mistakes which means less work to go back and redo. You can take a large break or small breaks or both. So maybe you have a couple little breaks in the middle of your morning, middle of the afternoon. And then you have a big break in the middle of your day. And of course look at those 90 minute breaks. So it's not that your break is 90 minutes, I do want to clarify. It's that after every 90 minutes if your able to you take a break. You see three half hour groups, you take a break. You see a few more. So these give yourself a time to rest.

They build up your energy levels again. Improve the focus and efficiency and again, they reduce those errors in your work. And as I talked about those large or small breaks. So a few more notes about this is that the amount of time depends on your needs. So someone around you may need just a couple small breaks. You may need bigger breaks and that's okay. It doesn't mean that there's anything wrong with the way that you're doing things. Or you're not able to be as good as an SLP or therapist. It just means that you're different, your days are different. The people you're seeing are different. So you look at your energy, your needs and the schedule that you have. Breaks are for things like hydration, restroom, stretching right. Like all of these things that we need to be doing during the day and sometimes we just don't do. We just hold

off and wait and wait and wait and wait. But the other thing about them is that these are not for doing things like checking email. So your break is not a time to check email, it's a break. It's not to plan tasks, it's not to do anything work related. And this even includes your lunch break because how many times do you sit and grab your lunch? Grab your sandwich, grab your cup of coffee and do your paperwork. So while it's nice, it's multi tasking. It's task switching and it's also in a bigger way not giving you a break from your work to recharge. It's just doing different work. So these breaks are so so important. And then we look at that 90 minute break.

Again, it's not that you're taking a break for 90 minutes. You're chunking your day into batches. So as I mentioned you maybe have 90 minutes where you're able to fit into three sessions. And then you take a 10 minute break. And then you take two or three more sessions before your lunch break. And then when you come back you do the same thing in that afternoon and your able to fill in some groups. Or maybe your energy level is a little lower so you do some paperwork. But you still take that break at least every 90 minutes. This also makes it easy to remember and to plan for because it's every hour and a half. It's an easy, you know, number to plug into your schedule. To set a timer for and you take a 10 to 15 minute break. Or again, if that's bigger break of the day you take that.

And this gives you these small little moments throughout your day to recharge. So not only to do things I get up and grab our water. But to maybe just sit and find a little bit of quiet in between your sessions. Or to get up and move around, go take a walk. Something that really helps you to recharge and to feel really good. Another thing for us to look at is scheduling your day. So instead of focusing on the time management and maximizing your schedule. Plugging in all of these things, focus on these instead. Start and end times. Breaks needed, those larger and smaller. Again, those energy levels during the day. Planned sessions, paperwork, meetings. All these things around those. As much as you can. I do know that sometimes it is out of our hands but as much as

we can. And reach out for support if needed. So that's a big thing that we don't always do. But there is always looking for support as we are scheduling. So when we talk about planning and prepping. These often add more stress. There is this idea that if we can just get better and more efficient at planning our sessions and prepping for our sessions. That we'll be able to reduce the stress of the next day or the next week or however far out we are planning and prepping. So this is used to reduce stress. This is a tool that we are focusing on to reduce our stress. We're wanting to plan and prep and we want to be organized with our work, our daily life. But what happens is that we end up over planning and prepping.

And it takes away from things that actually reduce stress. So this often adds more work when our intention behind it is to decrease the amount of work. So we spend so much time planning and prepping and getting everything exactly perfect. Or, you know, making sure that we have every little detail set out that we end up increasing the amount of work that we're doing. Rather than decreasing it by being prepared. And what this often leads to is working on the weekends, breaks or at home. 'Cause we want to make sure that everything planned out, prepped and ready to go. We don't always have time to do that fully exact to all the little tiny fine details during our workday.

So we decide well, I'll just do my prep work at home. I'll plan out my activities at home or I'll bring the materials that I want to organize and I'll do them this weekend. Or you feel guilty if you don't take a little bit of your holiday break or your summer break or your spring break to work on prepping for what's to come. So instead of taking stress away, it's adding stress. And you are constantly organizing when this happens right. You're constantly prepping and preparing versus connecting. So you're thinking about the sessions. Thinking about the things you've organized versus ending up connecting. Which is what you are intending to do when you're planning and prepping. You're intending to be able to create more time to connect and to get those sessions really

going. But a lot of times that connection is sacrificed. So we end up with less time away from work both physically and mentally. And again, that time away from work is not a selfish thing. We need time away from work to be able to do and connect more to our work. So we need to shift from prepping and planning to transitions and routines. And what I mean by this is self care. Now self care again is not selfish. Self care infused into your day for less stress. So self care is taking care of yourself. And in here we're talking about creating a day where this self care just becomes part of it. It's just infused into it. So you are always doing things that are helping to reduce your stress. So instead of focusing on planning and prepping for your sessions. We can focus on creating some transitions and some routines that just help that stress around our work be a little bit less.

So we don't feel like we have to always be on top of it or four or five steps ahead. Let's explore what this looks like a little bit more. So again, self care as I mentioned. It's not selfish, it is a definite buzz word. And so when things become buzz words and they become trendy. It's awesome because then we all know about it, we've all heard about it. But then at the same time we start to get a little cynical and a little skeptical about them. And we think like oh, yeah. Self care, you know. And we kind of go in that direction with it. But here's what it is.

Definition, checking in with yourself to become aware of what you need and are feeling so you can be a better service to yourself and others. And that's it, that's self care. So in its core, in its definition it is not selfish. It's checking in, seeing how you're doing. How you're feeling. Thinking like what do I need today? What do I need so that I could be my best self that I can be today? And I can bring that into helping others. So it's recharging and tuning in so you can show up as that best self. And it doesn't have to be a perfect self. It's your best self for that day. It's what you've got and what you're able to give that day. This is one of the tools of stress management. So it's not some new thing or some trendy thing that we're talking about that we're gonna just say. Oh,

it was this thing that was popular that came about. Someone coined it and then we moved on from it. This is an actual tool for stress management. It reduces your overall stress because you're taking care of your own needs. You're taking care of yourself in the way you would take care of someone else's needs. So you are filling your cup so to speak so that it doesn't become empty. And these routines and transitions are a type of self care that you infuse into your daily routine. They just become part of your day. The importance here is that they help reduce and manage your overall stress. It makes your self care part of your daily routine. It makes you more effective at managing your stress long term rather than just planning and prepping and always trying to stay ahead of that stress. It reduces the stress around your work so that stress that is there doesn't feel like it's bombarding you. It doesn't feel as if it's taking over your day. It's there, it can be stressful at times.

You're able to move through it, let it go, work through. And adding it in in this way helps it become more automatic. So you're having self care without it becoming a stressful thing that you're adding into your day as well. So transitions are things that shift you from one place in your day to the next. And the big time for a transition here is the end of your workday. So instead of what we're probably doing. We rushed to get to work. We rush to get out of work, right. Sometimes it's because we want to just be out of work for the day. But other times it's because we have to be somewhere. We want to be home, we have to be home.

And we miss this intentional shift. So this breaks up your day between work and home. It gives your brain a clear point. A clear message that work is done, home is now. Daily life, the rest of your day is now. You can use this at the end of your work day. And it could be a small routine or something big that you follow on most days. And again, it gives your brain that transition. And it helps you let go of stress and work at work. So when we don't follow this transition and we just abruptly. We're like all right, we're done. We rush out the door. We get through our day. We often keep our brain focused

on work and what did I not do today? What did I need to do? I didn't have time to figure this out. I was in such a rush. What if I forgot something on my to do list, it's so big. We kind of have those spiraling thoughts that are still there. When we have a transition it gives us that break. That clear marking of being done for the day. And then we're able to move into being more present when we are at home. And one note about being present. It's like when you're watching a movie at home and you have your laptop out and your phone. And you watch the movie and it's awesome. It seems to go by kind of fast and you miss a lot of details.

But you get the gist, you had a good time. Versus watching it in a movie theater where there are no phones allowed. There are definitely no laptops. It's dark, it's quiet. You are focused and zoned in on that movie and it seems to take up your entire day and existence in that moment. That's what being present is. So that's what we're aiming for with this transition. So some examples of things you could do. It could be anything. But some examples of things are do you have some type of movement that you do? Like maybe you go to a yoga class a few days after work. Or you go take a walk or a hike and you connect to nature.

Or maybe you go to something at your gym. Or you just get out and do some sort of movement, maybe go ride a bike. It could be that you decide to have coffee or tea. Maybe you have a little break, a little ritual in the afternoon before you head home. Maybe you have a person that you call everyday. Or maybe you just make an intention to call someone on your way home. And you have that social connection that maybe you personally crave. Or maybe you take this time to listen to your favorite podcast or your favorite musician or your favorite type of music. And that really helps you to let go of the day and to just kind of have this time for yourself. And that's really what this is, is time for yourself before you move into each way. Another thing we could do is a routine. So there is a morning routine. You could use this to set up your motivation and your intention for the day. So morning routines are all about getting you up with without

that rush, taking time. A lot of times this only has to be five minutes, it could be more. Depends on how you kind of want to add this in. And if you are a morning person or not. You want to make sure this doesn't add more stress into your day. But the idea here is that you move with intention. You start your day a little bit more in a motivating way and intentional way. Setting it up for the day ahead. You can decide to kind of keep it low intensity to wake up. Maybe you have a movement stretch that you're gonna do or something to help your body wake up. And you kind of keep it low intensity. It could maybe be something that helps you to create energy but it's not, you know. You're probably a little bit stiff from just waking up. But you take time in the mornings, you wake up early.

And it's about five minutes, maybe more. Here's some things that it could be. It could be things like you take some time to journal about what you want your day to be. Or you sit and you have tea or coffee before anyone else wakes up in your house. Or just before you think about any work at all. Or maybe you do a meditation practice that helps you to see how you're doing that day. And kind of help you maybe wake up with a few nice deep breathes. Or maybe you do movement, you stretch out for the day. You kind of focus on breathing, on feeling your heartbeat. And maybe you go out for a walk. Whatever it might be. The key thing here is that this is beyond just getting ready for work that day. So this morning routine is not your okay, I wake up. I take a shower, brush my teeth. I get dressed, I get my breakfast.

I pack my bag, I head out the door. This is beyond that type of getting ready. This is taking a moment for yourself. And on the flip side you have an evening routine. So morning routines are setting up your intention and getting you motivated for the day. While evening routines are focusing on releasing the day. Finding time to let go of tension, to relax and to restore. Again, five minute is all it takes and if you have more time go for it. This reduces your stress from the day. It can help you to release physical tension from your day. So if you feel tight in your shoulders, your neck, your back. If

you feel stiff from your day it can help you release some of that physical tension. But it also is meant to help you improve mental chatter and fatigue that you're experiencing. That maybe you know, with your brain still spiraling about work. Or you had a situation that brought a lot of stress. Or you're just feeling chronically stressed. It's helping to reduce that mental chatter and fatigue. And hopefully it helps you to improve your sleep a little more. If you're able to feel really relaxed and restored. Then it can help you with that. The idea here again, low intensity because you're starting to move into your sleep and very calming. With an evening routine again it's not about prepping for tomorrow.

So it's more than getting ready for work the next day. It's not your laying out your clothes. Maybe taking your shower then. Not setting your alarms, getting your lunch packed. Getting your family stuff together. This is more than that. That's a different type of routine and that's maybe something that you're doing as well. But again this is taking time to tune in, self care. It could be meditation that helps you to let go of some stress. It could be very gentle or low energy exercise. So you don't want to feel too pumped up.

You know, maybe it is again some stretching or going for a walk. Or some sort of like restorative or gentle yoga practice that helps you to let the nervous system mellow out a little bit. It could be journaling. Doing like a brain dump if your brain feels really. Like your thoughts are just spiraling or you can't really clear your head from the day. You could brain dump which is where you just write for five to 10 minutes. You just write about whatever it is or whatever comes out in order to get it out of your head. Or it could be that you do a gratitude journal where you reflect about three things that happen that day that were just very wonderful. That you have gratitude for no matter how big or small. It could be a solo activity that just let's you have some time to yourself like reading a book or having a cup of tea. Now a few other considerations. Just very briefly here that can also help you rethink your day. Think about feeling your

day. So again we talk about how we're like in a rush to get through the day. We skip a lot of our breaks, sort of rush to get home. When we're home sometimes it's just a different kind of chaos. So, feeling your day. Making sure that you are taking time to eat. And if you can, healthy eating. Whatever that may be for you. But making sure that you have time to fuel your body. Making sure you have time to hydrate, you know. Drink some water. Coffee is sometimes necessary for us depending on our life and our schedules and how hectic things are. And just the way our bodies work but you know. Make sure you also hydrated, drinking water. And getting sleep. There's so many of us that decide that these three things are the things that we can skip.

But they are also important to start to look at when you're looking at rethinking your day. Because these just help you be able to maintain that energy. Another thing to consider is being on autopilot. So where are you going through your day automatically? Kind of mindlessly without thinking about it because you just haven't had to think about it. Where are you going through and not even realizing that you're doing things or saying? Even the way that you're saying things or the connections that you're having. So, sometimes the stress is created without us even realizing it because it's just an automatic part of our day.

But also becoming aware of potential stress triggers once we look through this. So maybe there's a co-worker you always run into and it's just an automatic, you're on autopilot. And you don't even realize how stressful that interaction can be. So noticing it, being aware of it. But then also noticing your reactions and thoughts that are so built in at times that we don't realize we're having them. And often times we don't really even feel that way anymore. It's just a thought that we have or a reaction we have that is built in. So kind of just looking at those and starting to become more mindful of how we're going about our day beyond all those other things that we've talked about. So just a couple more ways to kind of fine tune things for you. So those are some ways that we can really rethink our day. And again, we look at things like not multi tasking.

Instead we look at batching our work or really fine tuning our emails. We looked at things like our time management and instead of focusing on filling up our schedule as much as we can and maximizing our time. Looking at how our energy is during those times and do we have time for breaks? Time to recoup a bit. And then of course we also looked at instead of focusing on just planning and prepping to constantly be ahead. We look at ways to really set up day to take care of us. Set up those routines, set up those transitions so that the stress doesn't effect us as much. And we're not just trying to catch up about it. So if you have any questions please feel free to reach out. Or if you just like more information or resources you can reach out to [JessiAndricks.com](http://JessiAndricks.com). Find some resources at the SLP toolbox there. Or email me [Jessi@JessiAndricks.com](mailto:Jessi@JessiAndricks.com) and again check out these other resources that focus on helping you to rethink your schedule. Reduce your stress and really find that balance so you can thrive as an SLP. Thank you so much for being here today and for listening and taking that time to start to rethink your own day and your own schedule. So you can reduce you stress.

- [Amy] All right, well thank you Jessi for being here. And for really talking through some great suggestions for all of us to not only think about. But really start to kind of make a part of our daily routine. So that we are just living healthier. So thank you so much for sharing your expertise with us. I see you did put up the references as well so thank you for doing that. And I believe that brings us to the end of our webinar. So once again thank you for joining us and we look forward to having you back again soon. Thank you.