

## Working Remotely: Tip of the Week

### Stop Feeling Guilty About Not Getting It All Done

It's the end of the workday, and your to-do list has barely been touched—and you feel guilty. But this emotion is neither useful, nor healthy. Your guilt is often the result of unrealistic expectations. So, what can you do about it?

1. Reframe the situation. You are telling yourself a story. It is not objectively true that you should feel bad about this or that; it's only true because of the way you're interpreting the situation. Is there another way to look at this? You might realize that you did your best and hope to get more done tomorrow.
2. Gain perspective on your productivity. We all must attend to others' needs: students, colleagues, a boss—or maybe a family member—needed your help, and you provided it. Instead of asking, “what did I accomplish today,” ask “how did I contribute today?” You may have been more productive than you thought.
3. Recognize your limitations. Today's society encourages us to think we can always get better at something—so long as we put in the effort. But while improvement is always possible, you also need the time, energy, and resources to do so. Disengage from the things that are less important to you. Don't give up something because you think you can't do it; give up because you've decided it's not worth investing your time and energy. Pick your battles and let the rest of it go.

Adapted from “Stop Feeling Guilty About Your To-Do List,” by Rebecca Knight

To view a video on how to stop feeling guilty about not getting it all done, go to <https://youtu.be/Trgy0-DoiGU>

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