Build Routines For Stress Resilience

What is a routine?

A **routine** is a regular pattern of behaviors that help you automate tasks and activities for efficiency and resilience.

Why are routines important?

Routines help by:

- Making some decisions automatic.
- Assuring that easy activities get done on time.
- Eliminating having too many choices.
- Showing that you respect your time.

What routine should I focus on improving?

- **E-mail** - Examine how and when you check or write emails. Try different approaches—such as checking email three times a day instead of whenever it pings.
- **Meeting preparation** - Create a consistent way you plan and execute your staff meetings.
- **End of day** - Organize your work space as an end of day routine so that you can start fresh the next day.

How long does it take to create a new routine?

Recent research indicates that it can take less than a month for some easy changes and up to 5 months for harder routines but on average it takes about 66 days.

The **Resilience** Advantage™
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