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Stressed out could describe our clients, candidates, co-workers, family members and often ourselves! As a Recruiter, you have the challenge of human beings on both sides of your sale. They've been known to alter the truth, misrepresent facts and often change their mind.

You will never hear me say we are in an EASY profession, but it is one of the most gratifying. You can't deal with the stress level of your candidates, clients and co-workers if you're stressed out. Learn how to reduce your stress level and you will increase your production and income.

PLAN

You have probably heard the importance of planning, but has that motivated you to become a consistent planner? You either Plan for Success, or you are planning for failure. It's amazing how less stressful it is to arrive at work when you know in advance your priorities for the day and outgoing calls you will complete!

Think of how many times you forgot to do something important because the urgent things wipe out your day! If I can't convince you to fill out an entire planner, beginning today, write down your top SIX priorities closest to the money and commit to those actions before you leave your office. This one tip will lower your Stress Level!

REALIZE "STUFF" HAPPENS

You cannot control what happens throughout your day, but you have 100% over how you CHOOSE to react. Often NOT reacting is the best decision. No one can make you feel a certain way... unless you give them permission. I was a single parent for 15 years and found it very empowering when I realized I could control how I reacted to things!

WRITE THINGS DOWN

Write down a list of the things that are causing stress in your life and allow yourself thirty minutes to worry. Read the list, worry as much as humanly possible and then put the list away. Cross off issues that are resolved and add new ones as they occur.

Recently, I had one of my clients tell me about a "book" she gives to each of her children. The book is entitled "What I Won't Do When I'm a Parent." She plans to give this book to her children when they ARE parents. What a great idea! What if you had a book entitled "What I Wouldn't Do if I was a Client or Candidate." It is very therapeutic when you write things down.

SIMPLIFY YOUR LIFE

Apply the 80/20 rule to your life. You are only wearing 20% of your clothes, you are only using 20% of the items in your bathroom, garage, basement... and this list goes on.

There are many individuals who truly need what you have laying around gathering dust. Disorganization, clutter and too much stuff can weigh you down. Figure out what you need and use and then donate everything else! You will be amazed how simplifying things can make you happier.

Within the next seven days go to your office on a week-end and apply the 80/20 rule to what is in, on and around your desk. On Monday your co-workers will think you resigned because your desk is so clean! Set the example and become the most organized person on your Sales Team. Just think for a moment about all the time you spend "looking for things."

CONTINUE TO LEARN

You are either growing or dying. If you are stressed out, chances are you have stopped growing and learning. Stress is caused by you doing things the SAME WAY when the economy, clients and candidates have changed!

Extremely successful people are lifetime students and always find experts who can help them accomplish more.