



SYMPTOMS, TIPS FOR WORKAHOLICS

Here are some of the symptoms workaholics display:

1. Rigid, inflexible, narrow and over-focused in their thinking.
2. Need to be in control and often engage in ritualistic behavior.
3. Unable to delegate work, overly concerned about details.
4. Can't say no, poor at setting priorities.
5. Intolerant, impatient and demanding of others, poor personal relationships.
6. Not team players, uncooperative.
7. Need for high stimulation to perform routine tasks.
8. Can't handle criticism, needs constant approval of work.
9. Can't rest or relax, constant feelings of inadequacy, guilt and loneliness.
10. Never feels successful.

Here are some tips on how to cope:

1. Set limits and know when to say no.
2. Expect extra compensation for extra work.
3. Focus on results, not hours at the workplace, manage by objective.
4. Restructure jobs that carry too much responsibility.
5. Find a steady pace at work; create challenges that don't involve crisis.
6. Don't deliberate over minor decisions; use time wisely.
7. Learn to delegate tasks and do so without interfering.
8. Schedule time away from the office or workplace.
9. Develop friends and relationships outside of work.
10. Determine what you are avoiding by overworking.
11. Do not take work home and avoid thinking about work at home.