Tax season is when CPAs need to flex their time management skills and build boundaries. Just like the strategies you use for your businesses and clients, it's important to have a busy season burnout strategy.

Here are some tips on how you can manage this time:



Schedule breaks

Scheduling micro-breaks can boost productivity and help maintain general and physical wellbeing. It's easy to get in the zone and forget to come up for air, so schedule breaks in your calendar to ensure you take them.



Set boundaries

Setting boundaries takes practice and communicating them helps those around you better understand how to work around your non-negotiables.



Prioritize your work

Prioritizing the work week or day can help you complete critical tasks first, alleviating end of day stress and pressure. Similarly, batching similar tasks together and reducing multitasking can also increase efficiency.



Incorporate a self-care routine

Discovering what recharges your batteries and how it can fit into your schedule will increase your chances of sticking to a routine to help manage stress and anxiety.



Leverage tech to save time

Automating mundane manual tasks, booking cleaning services, or using healthy meal prep services can free up your capacity to focus on higher-value work and spend more quality time with friends and family.



Celebrate wins

Humans are naturally built to remember the negative more than the positive. Don't forget to celebrate successes, no matter how big or small!

Like putting your oxygen mask on first, you need to take care of yourself to be there successfully for your clients, your team, and your loved ones.

Unfold this card the rest of the way for a handy wellness habit tracker to help you beat the busy season burnout!



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... Do you have a plan to **beat the busy season burnout?**

HAPPY TAX SEASON!

FOLD ALONG THIS LINE SECOND

FOLD ALONG THIS LINE FIRST

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Toll-Free Confidential Support Line:

1.855.596.4222

CPA Assist provides confidential counselling services and 24/7 crisis support to Alberta and Saskatchewan CPAs, candidates, and their immediate families.

cpa-assist.ca

WEEKLY HABIT TRACKER

For the week of

to

Daily Habits

	Su	Mo	Tu	We	Th	Fr	Sa
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○
	○	○	○	○	○	○	○

Boundaries

Setting boundaries takes practice. This week, I'll focus on ...

Wins

This week, I'm celebrating ...

Priorities

Home	Work

Hours of Sleep

Goal:

Actual:

Su	Mo	Tu	We	Th	Fr	Sa

Tasks

	Circle One	Done
	Outsource Automate Delegate	○
	Outsource Automate Delegate	○
	Outsource Automate Delegate	○
	Outsource Automate Delegate	○
	Outsource Automate Delegate	○

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Print next week's tracker at **cpa-assist.ca/habit-tracker**